

# Student/Parent Handbook

## 2017-2018



*“Remember to learn to cherish each other in  
this world as we shall do eternally in Heaven.”*

-St. Francis de Sales

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This school is accredited by the  
Virginia Catholic Education Association  
whose accreditation process has been approved by the  
Virginia Council for Private Education as authorized by the  
Virginia State Board of Education.



## BISHOP IRETON HIGH SCHOOL

*Advance always in Christ through the legacy  
of the gentle saint, Francis De Sales*

### OFFICE OF THE PRINCIPAL

August 2017

Dear Bishop Ireton High School Students and Parents,

Welcome to the 2017-2018 Cardinal Family!

This is an exciting time as we start the year with renewed enthusiasm and academic aspirations. Please take some time to review the 2017-2018 *Bishop Ireton High School Student/Parent Handbook* and become familiar with its contents as it represents the foundation of our relationship with your student and family by setting forth expectations and responsibilities for the coming year. Pertinent information concerning school operations and the Code of Conduct is also contained in its pages.

It is incumbent upon our school to establish the safe, healthy, and orderly learning environment that will insure a successful and faith-filled academic experience at Bishop Ireton High School. We ask that you partner with us in following both the spirit and the specifics of the guidelines and regulations set forth in our Handbook, and guided by the spirituality of our gentle Patron Saint Francis De Sales.

Let us embrace and practice the “Little Virtues” in daily life and by doing so advance the tradition of our Salesian spirituality. May our gentle Patron inspire us to love and respect ourselves and each other as we commit to the principles and precepts of our Catholic faith incorporated into every aspect of campus life at Bishop Ireton High School and manifested through our words and actions. I look forward to working with all families to achieve this goal.

Advance Always!

Denise Tobin

Principal



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# **The Direction of Intention**

**As we begin our day with the Direction of Intention, may we always remember that we are companions on the journey given to one another to do God's will.**

My God,  
give me your grace  
I offer you all  
the good that I will do in this action and  
all the difficulty found in it  
Trusting you and your abundant love  
Amen.

**St. Francis de Sales & St. Jane de Chantal,**

Pray for us



## **I. PHILOSOPHY OF EDUCATION/MISSION STATEMENT**

### ***DIOCESAN PHILOSOPHY OF CATHOLIC EDUCATION***

*Go, therefore, and make disciples of all nations...Teaching them to carry out everything I have commanded you.*

*Matthew 28:19-20*

These words of Christ addressed to the apostles at the Ascension bestowed on the Church the office of teacher. Obedient to this divine challenge, the Church provides education permeated with the spirit of Christ and dedicated to promoting the full development of the human person.<sup>1</sup> The two-fold goal of Catholic schools is to provide an environment which will foster rich religious training as well as solid academic education in a Catholic value-oriented manner.

<sup>1</sup> Declaration on Christian Education #3

### ***DIOCESAN MISSION STATEMENT***

The Catholic schools in the Diocese of Arlington are an essential component in the educational ministry of the Church. Our schools are committed to providing an education rooted in the Gospel of Jesus Christ where Catholic doctrine and values and academic excellence prepare each student for a life of faith, service and integrity.

### ***BISHOP IRETON MISSION STATEMENT/PHILOSOPHY***

Bishop Ireton is a Catholic, college preparatory and coeducational high school serving students from across the Washington Metropolitan area in grades 9 through 12. Founded in 1964, Ireton is owned by the Diocese of Arlington and is affiliated with the Oblates of St. Francis De Sales Religious Congregation. We have dedicated lay faculty and staff members, as well as teachers from the Franciscan religious communities. Faculty teach their students according to the unique spirit of St. Francis De Sales, missionary, bishop, teacher and gentle saint.

In the Catholic tradition and in the spirit of St. Francis De Sales, Bishop Ireton High School fosters Christian ethics, religious values and, community service and promotes the spiritual, intellectual, creative, scientific, technological, social, and physical development of the student. As a Salesian community of learning, Bishop Ireton High School challenges students to recognize and respect the multicultural diversity within our global society. A Bishop Ireton High School education teaches students to think critically and develops the whole person to meet present and future challenges and opportunities.

### **BISHOP IRETON HIGH SCHOOL HISTORY**

The Most Reverend Peter L. Ireton was the Roman Catholic Bishop of Richmond for thirteen years through the 1950s. He and Monsignor Edward L. Stephens, Pastor of St. Mary's Church in Alexandria, the oldest Catholic Church in Virginia, recognized the need for a Catholic all-male high school to join the close-by private school for young women, St Mary's Academy, conducted since 1869 by Sisters of the Holy Cross, in serving the needs of the booming Northern Virginia area. Their dreams were realized when Bishop Ireton High School opened in 1964 under the leadership of the Diocese of Richmond and staffed by the Oblates of St Francis De Sales. In 1974, the Diocese of Richmond was divided, creating a new Diocese for Northern Virginia. Bishop Ireton High School then came under the direction of the Diocese of Arlington and remains so today. In 1990, working closely with the Holy Cross Sisters, Bishop Ireton High School became a co-educational institution in response to the closing of St. Mary's Academy.

Over more than forty-five years, eight Oblate Principal's and their confrere's along with dedicated lay professionals have provided a first-class Catholic education to over 6,000 young men and women, teaching them to "Live Jesus!" guided by the charism of St. Francis De Sales. As a result, Bishop Ireton High School emphasizes the uniqueness and value of every individual, the love of learning, and the development of the full potential of every student in the service of God and man. The faculty and administration continue to strive to teach and live the core Gospel values, and emphasize the humble spirit of "the gentleman saint." Beginning in 2008, as the school's relationship with the Oblates changed from "staffed by" to "affiliated with." That same year, the school's leadership enacted the "Live Jesus Charter," "a commitment to continue to be identified with and guided by the unique spirituality of St. Francis De Sales.

#### **ACCREDITATION**

Achieving and maintaining the status of an accredited school encourages the periodic appraisal and improvement of a school's program, fosters community support for the school, and assures recognition of the school by other institutions of learning. The school maintains accreditation according to the standards of the Virginia Catholic Education Association (VCEA) and the Southern Association of Colleges and Schools (SACS) now known as AdvancEd.

### ***STUDENT/PARENT HANDBOOK***

Each school shall utilize the OCS template to develop and distribute a handbook for students and parents. All local policies and procedures must be in conformity with Office of Catholic Schools policies, guidelines and regulations.

A committee, representative of the total school community, shall be involved in the development and periodic revision of this handbook.

All parents, along with students in middle and high school, are required to sign a

form stating they have read the rules and regulations outlined in this handbook and they agree to abide by those rules (Appendix AG-2). This signature form will be given to students when they receive a copy of the handbook and the form must be signed and returned as soon as possible, but no later than the date when first interim grades are distributed. Failure to have a signed form on file will not prevent the school from enforcing its policies, but could result in disciplinary action being taken and/or prevent a student from enrolling (or continued enrollment) in the school.

Faculty and staff members shall be given copies of all school handbooks.

Handbooks and all subsequent changes are subject to prior written approval by the Diocese. To the extent any local handbook or policy statement therein may be inconsistent with the policies, guidelines or regulations of the Office of Catholic Schools, the Office of Catholic Schools policies guidelines or regulations shall be of controlling force and effect.

## ***PARENTAL ROLE***

Since parents have given their children life, the Catholic Church recognizes parents as the primary and principal educators of their children. The Catholic parents' promise at baptism to raise their children as Catholic supports this premise. The Catholic school exists to assist parents in the Christian formation of their children.

In this Handbook, the term parent refers not only to a child's natural or adopted parent, but to a student's non-parent legal guardian or to any person or agency authorized to act in place of parents.

The Diocese of Arlington Catholic Schools respects the role of parents as the primary educators of their children. Since the school is a continuation of the education children are receiving at home, Diocesan schools should demonstrate respect and support for the parents in their important and challenging task.

Parents are expected to support the school's mission and commitment to Christian principles; support the school policies as outlined in school handbooks (i.e., annually sign the school's Handbook Agreement Form). One of the conditions for initial and continued enrollment at the school is receipt of this signed form indicating the parent's support of the school's philosophy, policies and regulations.

In the event a parent desires to discuss a problem with his/her child's teacher, the parent should make an appointment for a private meeting with the child's teacher. Teachers welcome the opportunity to discuss a matter of concern with parents before it becomes an actual problem. Any parent who wishes to speak with the principal may do so, but after an initial meeting with the classroom teacher.

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff, the school may take corrective action. Such corrective action may include, at the discretion of the principal (and, for parish schools, the pastor of the parish) the following: imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff; restriction or termination of the parent's access to school or parish property; dismissal of the parent's child(ren).

The school may impose other appropriate corrective action, without prior recourse, based upon the nature of the parent's conduct and the surrounding circumstances.

As foundation for a faith-community, parents are invited and encouraged to participate in the school's celebration of prayer and Liturgy.

Parents are encouraged to participate in the programs, which are developed for the education of their children. The wide spectrum of this involvement includes volunteer work, participation in parent-teacher conferences, attendance at meetings and seminars designed to help parents assist their children at home and active involvement in the school's Parent-Teacher Organization.

## ***ANONYMOUS LETTERS***

Signed or in person communications to the school Administration will be considered. In most cases, the Administration will not respond to or follow up on anonymous correspondence. Only in rare instances will an investigation be initiated on sole basis of anonymous correspondence.

## ***NON-DISCRIMINATION CLAUSE***

Catholic Schools, administered under the authority of the Catholic Diocese of Arlington, comply with those constitutional and statutory provisions, as may be specifically applicable to the schools, which prohibit discrimination on the basis of race, color, sex, age, marital status, disability, national origin or citizenship in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs.

This policy does not preclude the existence of single sex schools, nor does it conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

## ***NON-CATHOLIC STUDENTS***

The presence of students from other faiths provides a wonderful diversity to the school. However, the presence of non-Catholic students in the school shall not alter the primacy of Catholic religious formation as an integral component of the educational program in the school. As such:

- a. Non-Catholic students are expected to participate in the religious formation and education programs of the school.
- b. Non-Catholic students must participate in liturgies (except for reception on Eucharist), retreats, other religious functions and religion classes for credit.
- c. Non-Catholic students may be exempt from formal co-curricular or extra-curricular sacramental preparation programs but not from the catechesis held during the school day.
- d. Students are expected, for testing and discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents must be aware that it is the Catholic position that will be taught.

In light of the unique situations which may arise in the educational process, and because it is impossible to foresee all school issues that arise, the faculty and administration reserve the right to address and to take appropriate action for any such situations not specifically referenced in this manual. In addition, in view of the unique and essential religious mission of the school, it is expressly understood that the school may take actions in cases where moral offenses occur which reflect adversely on the school, the Catholic Diocese of Arlington or the Roman Catholic Church, or which interfere with the ability of the school to perform its religious mission or to effectively maintain the intimate working relationship of the school and the Community of Faith.

This handbook may be modified by the school after reasonable notice to the parents/students of the effective date of any changes. Any section headings are for convenience of use, and shall not affect the interpretation of any provisions. If the school should elect not to take action in a particular situation, this shall not be construed or interpreted as a waiver or preclude the school from acting in a subsequent situation of the same or similar kind.

## II. SPIRITUAL DEVELOPMENT

### THE “LIVE JESUS CHARTER”

#### *Claiming the charism of St. Francis De Sales for Bishop Ireton High School*

Bishop Ireton High School, a Roman Catholic, co-educational secondary school owned by the Diocese of Arlington, will continue to teach young men and women to “Live Jesus” guided by the distinctive spirituality of St. Francis De Sales. We claim this spiritual patrimony of the founding Religious community, the Oblates of St. Francis De Sales, as our own and beseech the Holy Spirit to continue to guide our relationship with God, our relationships with each other and the work of this apostolate animated by the unique charism of the life and teachings of St. Francis De Sales. As educators in a Salesian community of learning, the administration, faculty, and staff of Bishop Ireton High School will challenge each student to answer God’s universal call to holiness in their lives by integrating the following distinctively Salesian principles in carrying out the School’s Catholic, Diocesan educational mission:

### BASIC PRINCIPLES OF SALESIAN SPIRITUALITY

- Have confidence in the goodness, love, and compassion of God
- Be humble: live in the truth of who you are in the sight of God
- Be gentle: live in the truth of who you are in relation to yourself and others
- Be patient: “anything borne quietly and patiently is a continual, very powerful prayer before God.
- Live in the present moment; seek union with God in heart, will, and daily life.
- Be steadfast on principle, but flexible in detail.
- Practice the “Little Virtues daily: do little, simple things well: “we cannot always offer God great things but at each instant we can offer little things with great love.

### THE SALESIAN APPROACH TO EDUCATION

1. “Consider the nature God has given to you. It is the highest in this visible world; it is capable of eternal life and of being perfectly united to His Divine Majesty.” Since human dignity and worth is found in our creation in the divine image and likeness, we honor and affirm that image of God in others.
2. Salesian spirituality is centered in the humble, gentle Christ. In humility, we affirm, honor and reward the gifts of our students. In gentleness, we correct others.
3. St. Francis De Sales saw knowledge as the eighth sacrament. We affirm all students are capable of learning.

4. “Our perfection lies not in being perfect but in the attempt.” We never judge ourselves or others by our weakest moment. We always allow, respect, and honor (as well as reward) growth in others and in our students.
5. Salesian spirituality is relational. While our students may forget the subject matter, they will not forget us. We recognize that students will learn lessons from who we are not just what we say.

## **CATHOLIC IDENTITY**

First and foremost, Bishop Ireton is a Catholic high school anchored to the sacramental life of the Church. The Ireton community of parents, students, faculty and staff celebrates Mass together on important feast days and holy days as well as on days that mark significant milestones in the lives of our students, i.e. Baccalaureate Mass and Ring Mass. A Chaplain and campus ministers are available at all times during the school day for interviews or counseling. Masses, open to all, are celebrated daily in the school’s St. Francis De Sales Chapel. Penance Services are conducted each semester and at other times throughout the school year for students to participate in the Sacrament of Reconciliation. Throughout the course of the school year, each student participates in a retreat which is a vital element in the school’s Catholic formation program such that the School will not release grades, diplomas and/or transcripts of students who do not fulfill the retreat requirement. Days of Reflection are also set aside for the faculty. These days are considered to be an integral part of the community’s spiritual formation and provide the opportunity to take spiritual inventory and approach God more closely, in the spirit of St. Francis De Sales.

Each day and each class begins with the school community praying the Direction of Intention together, a hallmark of the teachings of St. Francis De Sales:

### **THE DIRECTION OF INTENTION**

My God  
Give me your Grace  
I offer you all the good I will do in this action  
And all the difficulty found in it  
Trusting you in your abundant love.  
Amen.  
St. Francis De Sales and St. Jane De Chantal  
(Pray for Us)

## III. ACADEMICS

### ***CURRICULUM***

The secondary school curriculum is to continue and expand the basic skills and attitudes developed at the elementary level. A program which continues to be Christ-centered and academically well-balanced will enable students to choose wisely from the options that are available.

Planned courses for credit in grades 9, 10, 11 and 12 shall be required for graduation of all students according to or in excess of the standards of the Virginia Catholic Education Association and the Commonwealth of Virginia. Additionally, all students are required to complete a semester of religion class for each semester of their attendance.

#### **COURSE CHANGES**

A student may add or drop a course(s) during the first two cycles of classes (B-N days) in September. All course changes must be approved by the Principal or designee. A thirty-dollar fee is required for each schedule change after September 26, 2017.

#### **ADVANCED PLACEMENT (AP) COURSES**

Bishop Ireton High School offers 22 Advanced Placement (AP) courses. Students must meet a minimum grade requirement and/or prerequisite course to be eligible to enroll in AP courses. Students who enroll in an AP course will be required to remain in the course through the completion of the school year. Exceptions will be made at the discretion of the Principal. All students enrolled in AP courses are required to take and pay for the AP exam in May. The fee for the exam is set annually by the College Board.

#### **DUAL ENROLLMENT**

The school offers the following dual enrollment courses in partnership with Northern Virginia Community College (NVCC): Computer Science II and U.S. Government.

#### **GRADUATION REQUIREMENTS**

Minimum Requirement for Graduation:	26.5 Credits	
Religion	4.00 Credits	
English	4.00 Credits	
Social Studies	4.00 Credits	
Mathematics	4.00 Credits	
Science	4.00 Credits	
World Language *	3.00 Credits	4.00 Credits*
Physical Education/Health	1.50 Credits	
Fine Arts	1.00 Credit	

**Christian Service Hours – see section titled “Community Service Hours”**

\*Two years of a World Language followed by two years of another language may be substituted.

**Notes:**

1. Freshmen and Sophomores may not take more than seven courses unless they have a 3.0 G.P.A.
2. All students are required to enroll in a minimum of six structured courses each semester.
3. No structured courses will be offered for less than 15 students unless authorized by the Principal.
4. All seniors are required to complete in full the annotated bibliography assignment with a passing grade of C or better as a requirement for graduation from Bishop Ireton High School.

**OFF CAMPUS COURSE CREDIT**

With rare exceptions such as transferring from another school, required summer remediation or irreconcilable conflicts among required courses, Bishop Ireton High School does not normally accept credits from another school for currently enrolled students. “Off Loading” required courses to other institutions will not be permitted. Once a student is enrolled at Bishop Ireton High School, all off-campus coursework must be approved in advance by the Administration.

***IMPLEMENTATION OF FAMILY LIFE PROGRAM***

Catechesis in Sexuality is an important and sensitive component of a comprehensive program of catechesis. According to the Second Vatican Council, “As they (children and young people) advance in years, they should be given positive and prudent sexual education.” Education in sexuality includes all dimensions of the topic: moral, spiritual, psychological, emotional and physical. Its goal is training in chastity in accord with the teaching of Christ and the Church, to be lived in a wholesome manner in marriage, the single state, the priesthood and religious life.

***TEXTBOOKS/SUPPLEMENTAL MATERIALS***

Secondary school books and/or resource materials, to include DVDs and/or videos, chosen for use in academic courses must be consistent with the religious nature of our schools. Books, DVDs and/or videos that contain profanity, inappropriate sexual references and other immoral information would be in violation of this policy. If it is questionable whether the book, DVD and/or video chosen meets this standard, then the Administration must be consulted for discussion/approval.

The approval and adoption of textbook and teaching materials is accomplished

through a collaborative and thorough process that involves administrators, department chairs, and teachers.

## ***COMMUNITY SERVICE HOURS***

As a Catholic School in the Salesian tradition, Bishop Ireton is committed to preaching and modeling the Church's mandate that service rooted in justice is a constitutive element in teaching the Gospel. Students will be challenged to do acts of service leading them to encounter Christ in the poor, dispossessed, and marginalized and offer the students a lifelong possibility of charity. The Bishop Ireton Community Service requirement is not merely "service for service sake," but stems from our belief that our students should share their talents eagerly for the betterment of society and that they should recognize their responsibility for making the world a better place. The program is designed to provide service experiences that increase in depth and intensity as the student matures. Sixty hours of Community Service will be performed by the student prior to graduation from Bishop Ireton High School over the four year course of study.

### **SERVICE REQUIREMENTS**

Students are expected to carefully read and understand all service requirements. It is the student's responsibility to seek out service opportunities, document them appropriately, cross-check them with Campus Ministry to ensure that they will be counted as part of this program, and ultimately to submit them in a timely fashion. Failure to do so may result in consequences later in this document.

**OVERALL SERVICE REQUIREMENTS:** The following are requirements for all service submitted to Bishop Ireton's Campus Ministry.

- All service must be done through a verifiable agency or organization, and students are expected to fill out a Supervisor Evaluation (Part III) for each service site.
  - Examples of what will not count include: shoveling driveways, private tutoring, babysitting outside of the context of daycare, after school service, etc., helping elderly relative or neighbor, neighborhood clean-up outside of the context of a Homeowner's Association
- Junior and Senior level service emphasizes person-to-person contact with the poor and marginalized.
  - Therefore, the following service opportunities may not be accepted: animal shelters that do not provide contact with human beings, office work, tasks that are only loosely connected to the service performed (e.g. planning meetings for youth group mission trip, fundraising planning meetings, seminars, etc.)
- Students should be clear that hours must be consistent with their grade level
  - Examples of what will not be accepted include: Coffeehouse and other in school/for school events (for non-freshmen), Vacation Bible School, CCD, altar serving (for upperclassmen).

- Students can use club related events for service hours provided that the club itself does not require service hours. Specific clubs that are known to already require service hours, and therefore can't count for two organizations: National Honor Society and Beta Club.
- Hours will not be accepted without a completed Salesian Year-End Reflection (Part II), which is provided in the Community Service Hours form.
- Students can check the progress of their service hours through the Bishop Ireton Parent Portal.
- Students should be prepared to explain how the service they render helps others in need.
- It is permissible for students to perform their hours during the summer prior to the upcoming school year.

**FRESHMEN:** Fifteen hours of service to be completed by May 21, 2018.

**MINIMUM TYPE OF SERVICE TO BE PERFORMED:** Service to the Bishop Ireton High School community, e.g. volunteering at Open House, selling concessions at Coffee House, ushering for the Spring Show, hosting a Shadow, etc. Additionally, freshmen may do any type of service indicated below for sophomores, juniors and seniors.

- Students do not need their supervisor(s) to fill the Supervisor Evaluation if the service was done for the school

**SOPHOMORES:** Fifteen hours of service to be completed by May 21, 2018.

**MINIMUM TYPE OF SERVICE TO BE PERFORMED:** Service to the Church (local parish or diocese), e.g. Altar Serving, Volunteering at CCD/Sunday School, Vacation Bible School, Set-up for Parish event, Child care at Parish event, etc. Service must be performed outside of school hours. Additionally, Sophomores may also do any type of service that juniors or seniors can do.

- Sophomores may not count Sophomore Retreat as volunteer hours
- Only five hours may be done in the context of Sunday/Holy Day Mass

**JUNIORS:** Fifteen hours of service to be completed by May 21, 2018.

**MINIMUM TYPE OF SERVICE TO BE PERFORMED:** Direct person-to-person(s) service to the poor, dispossessed, or marginalized. Service must be performed outside of school hours. Examples include: working with the elderly at a nursing home, volunteering time with local homeless shelters, teaching a sport through a summer camp, attending the March for Life, etc. Juniors may also do any type of service indicated for seniors.

- Service must be performed through verifiable community organizations or agencies.

**SENIORS:** Fifteen hours of service to be completed by May 1, 2018.

**MINIMUM TYPE OF SERVICE TO BE PERFORMED:** Direct person-to-

person(s) service to the poor, dispossessed, or marginalized. The focus area of service is to the civic community at large. Service should reflect a concern for a marginalized part of the community about whom you feel strongly, for example: education, poverty, senior citizens, women in crisis pregnancy, etc. Students should be able to experience the situation at a human level and be aware of its effects on the community at large.

- Service must be performed through verifiable community organizations or agencies.

## **FINDING SERVICE PROJECTS**

Bishop Ireton High School encourages a wide variety of volunteer and service activities. Service provides students with the opportunity to draw on and to share their gifts and abilities and to expose them to people and situations that are different from what they already know and do well. Service that involves working with people who are disadvantaged, poor, dispossessed or marginalized includes helping the poor, homeless, handicapped, elderly, sick, children of elementary school age or younger, and immigrants. While students are responsible for finding their own service hours, Bishop Ireton's Campus Ministry program maintains a large database of pre-approved service opportunities. If a student is struggling with finding acceptable projects, they can access the List of Pre-Approved Service Sites on the school website or contact Campus Ministry with further questions.

## **RECENT ADDITIONS TO THE COMMUNITY SERVICE PROGRAM**

- Service Hour Approval Request Form: Students who find service opportunities that are not already listed on Campus Ministry's List of Pre-Approved Service Sites are strongly encouraged to first get their projects approved through filling out the Approval Request form before performing the service. Both the pre-approved list and request form are available on the school website. Failure to get a project approved may result in students being asked to redo hours at the end of the year.
- Service Agreement Form: Students are required to sign and submit to Campus Ministry this form, confirming that they have read and understood the guidelines and requirements. This should be signed electronically on the same page as the Student/Parent Handbook Agreement form page.

## **FORMS & GUIDELINES**

All students are required to make use of the Community Service Hours Form that can be found on the school website (Student Life > Forms > Community Service) or outside of the Campus Ministry offices. In order to receive full credit for all service hours, the following three parts must be submitted by the given deadlines:

Part I: Service Hours log with appropriate signatures included

Part II: Salesian Year-End Reflection

Part III: Supervisor Evaluation (one supervisor evaluation per non-BI service site)

or an email/letter from the site indicating hours, dates, and student's performance of service)

### **CONSEQUENCES FOR NOT PERFORMING SERVICE**

Failure to complete the required number of hours and/or failure to turn in a completed Community Service Hours form (Parts I, II, and III) will result in the lowering of the student's second semester religion grade by one level for each hour of non-performance. In other words, a student who earned an A and who does only 14 hours of service will receive a B, 13 hours of service a C, 12 hours of service a D, 11 or less hours of service an F. Once the fifteen hours have been completed after the end of the second semester, the student's grade may be changed back to the earned grade at the discretion of the Academic Dean, the religion teacher, and the Director of Campus Ministry. Additionally, students are responsible for completing make-up hours if the requirements are not met.

### **OTHER NOTES REGARDING COMMUNITY SERVICE HOURS**

- There will be no carry-over of hours from one year to the next.
- Students shall not be paid in any way for the service they perform.
- Service hours completed on a retreat **DO NOT** count towards the service hours requirement. Exception: Any student attending the Camden Service trip will receive credit both for having attended a retreat, and for accomplishing 15 hours of service.
- Bishop Ireton is not responsible for transportation.
- Students must obtain parental approval for their placement.

It is strongly encouraged that you fill out the Service Hour Approval Request form available online if you plan on doing service hours at a place that isn't already on the Pre-Approved Service Sites list.

### ***TESTING***

The school's testing program is intended to assist teachers and administrators in a systematic evaluation of the academic and religion programs, to diagnose students' strengths and weaknesses and to aid in revision of the curriculum and planning of instruction.

Semester and final exams or projects must be weighted no less than 10 % but no more than 20% of each semester's grade.

All students are required to take each semester or final exam on the day it is scheduled. Make-up exam days are only to be used by those who receive permission from the Instructor or the Assistant Principal for Academics prior to the day of the exam.

During the academic year, if a student is absent for one day, he/she must make up any tests or quizzes the day after he/she returns. If a student misses more

than one day, then he/she has one cycle to make-up the work, unless other arrangements are made with the teacher.

## ***HOMEWORK***

In order to reinforce daily work and develop good study habits, the school promotes specific homework policies.

Homework helps to clarify and reinforce what is presented in classrooms and textbooks. It also enables the student to broaden his/her knowledge beyond what is required and to discipline his/her mind to continue learning beyond high school.

Homework usually includes a daily program of reviewing and previewing each class, completing all assignments and reviewing for tests. This should require at least two (2) hours per school day, in addition to what is done during free periods in school.

## ***PARENT-TEACHER COMMUNICATION***

Teachers are available to parents through email throughout the school year to keep the lines of communication open in the best interest of the students. Parent-teacher conferences can be scheduled throughout the school year if necessary. Parents should first privately contact a teacher with any concerns about a student or class concerns before seeking intervention by the school administration.

### **STEPS OF CONTACT**

Classroom concerns should first be addressed with the teacher. If there is no satisfactory resolution, please contact and meet with the respective academic department head. If there is no resolution on the matter, please address your concern or question to either the Assistant Principal for Student Life or the Assistant Principal for Academics.

### **PORTAL**

The Bishop Ireton Portal is a student and parent resource that is designed to provide updates on class assignments, classroom information, and grades. Teachers are required to update their grade books once per BI cycle, or every seven business days, not including weekends and holidays. Teachers may opt to update their electronic grade book more frequently than every BI cycle, but are not required to do so. The Portal is not a resource that provides hourly or daily feedback to students and parents.

### **EMAIL TO FACULTY/STAFF**

Teachers are expected to respond to email inquiries within 24 and no later than 48 hours from their arrival. This does not include evenings, weekends and holidays.

### **SCHEDULING AND OTHER CONFERENCE INFORMATION**

The School sets aside time on the school calendar each year to accommodate

parent conferences with teachers. The following are the procedures for scheduling parent teacher conferences on the designated days:

- ✓ Each student will receive a conference request form in advisory.
- ✓ Teachers will schedule their own conference times with parents who request them, **giving priority to those students who received grades of D or F** on their report card. Conference times are allocated in 10 minute increments.
- ✓ The conference days will be divided by student last name in alphabetical order, e.g. Day 1: Students with last names beginning A-L, etc. The form will be formatted to allow parents to identify which teachers they wish to conference with and will include a deadline by which requests must be made.
- ✓ Note that it is the student’s responsibility to bring the form to the teachers and home to his/her parents. Walk-ins/unscheduled conferences will not be possible.
- ✓ The student will bring the form to school by the deadline specified and take it to each of his/her teachers with whom a conference is requested.
- ✓ Teachers will schedule the conference on the form according to their availability, and on their own calendar return it to the student.
- ✓ The student will take the completed form home, which is now their parent’s schedule of conferences.

## ***GRADING/REPORT CARDS***

Evaluation of the student is based on teacher judgment and observation of the student’s daily work, class participation, effort and performance on teacher prepared tests (this may include but is not limited to projects, portfolios and other tools of assessment).

The purpose of report cards is to alert the parents and present to them an assessment of their student’s achievement in his/her academic studies during the stated time period.

Students with identified disabilities who have a current IEP or Student Assistance Plan should receive an asterisk on their report card grade when modifications have been made to the curriculum. A modification changes the content, instructional level or student work load of subject matter or tests. Conversely, accommodated programs should not be denoted.

### **GRADING SYSTEM**

#### **GRADING SCALE- TEN POINT GRADE SCALE**

<b>Letter Grade</b>	<b>CP</b>	<b>Hon.</b>	<b>AP</b>	<b>Number Range</b>
A	4	4.5	5	93-100
A-	3.7	4.2	4.7	90-92
B+	3.3	3.8	4.3	87-89

Letter Grade	CP	Hon.	AP	Number Range
B	3	3.5	4	83-86
B-	2.7	3.2	3.7	80-82
C+	2.3	2.8	3.3	77-79
C	2	2.5	3	73-76
C-	1.7	2.2	2.7	70-72
D	1	1.5	2	65-69
F	0	0	0	64 & below

I Incomplete

WP Withdrawal while Passing

W Withdrawal

P Pass

### HONOR ROLL

The Honor Roll is published quarterly and is derived from student marks for the 1st Quarter, 1st Semester, 3rd Quarter and Final grading period including semester and final exams.

The Honor Roll is made up of students who have achieved the following honors:

1. First Honors-GPA of 4.000 or above
2. Second Honors- GPA of 3.500 to 3.999 with no failures and no incompletes.

Courses will be graded in the following manner:

- Full-year courses: There are four quarter grades, first and second semester examination grades, a first semester, second semester and a final grade recorded on the report card. Each quarter grade is an indication of the student's achievements over that particular nine-week period. The semester grades reflect the student's achievements for that semester. The final grade reflects the teacher's evaluation of the student's accomplishments over the entire year.
- Semester courses: There are two-quarter grades, an examination grade, and a final grade recorded on the report card. The final grade reflects the teacher's evaluation of the student's accomplishments over the semester.

## **FINAL GRADES DUE**

In order to process grades and awards for graduation, no work or assignments will be accepted or graded for seniors past the final exam make up day at noon. In order to prepare final report cards for underclassmen, no work or assignments will be accepted or graded for freshmen, sophomores, or juniors past the final exam make up day at noon.

## ***PROMOTION|RETENTION|PLACEMENT POLICY***

A major goal of the school is to assist students to complete each academic year satisfactorily.

- a. The successful completion of all required courses is mandatory.
- b. Teachers will notify parents in a timely manner if their child is not progressing satisfactorily toward a passing grade in the course.

## **FAILURE/CUMULATIVE POLICY**

A student who fails a semester or full year course at the final grade must pass that course in an approved summer school program before being readmitted to Bishop Ireton High School. All grades for completed course work, including grades of F, remain on the student's permanent transcript regardless of subsequent remediation. A student who receives a grade of D as the final grade for the year in World Language or Mathematics must remediate the course prior to continuing their study in World Language or Mathematics. Students can repeat a course in a face-to-face summer school program at their local high school or online with Educere. Prior to enrolling in a program, students must obtain approval from the Principal or designee. Failed courses may not be repeated during the school year.

Seniors who have failed a course will not receive their diplomas until all failed courses are passed in an approved summer school program. Seniors who have failed two courses will not participate in graduation exercises.

Any student who fails two or more courses at the final grade may be asked to leave the school. At the end of each school year, the Principal will review the names of students whose year-end grade point average (GPA) falls to 1.8 or below. The academic records of those students will be reviewed and the students' teachers and appropriate administrators will be consulted. Students with a GPA of 1.8 or below may be academically dismissed from Bishop Ireton High School.

## ***ACADEMIC PROBATION***

One of the most important goals of Salesian education is to bring students to love and respect their God-given gifts and talents in such a way that they will endeavor to develop them. Deliberate thought and care are given in the students' admissions process so that those students offered admission to Bishop Ireton are fully capable of achieving success in an academically challenging curriculum. At the end of the first quarter, first semester, third quarter and final grading period, students whose grade point average (GPA) for that period falls below 2.0 or students who earn more than one F will be placed on Academic Probation and will be academically ineligible to participate in sports, open campus, and any other co or extracurricular activities which will necessitate students losing time from studies (i.e. field trips, Model U.N. conferences, participation in club activities, etc.) For fall sports, the final grade from the previous year will be considered. Any junior or senior student is on academic probation and has a study hall period, must report to quiet study. Freshmen and sophomore on students probation must remain in quiet study if they have a study hall period.

## ***ELIGIBILITY***

Any student who receives a failing grade in more than one course or an incomplete at the end of the quarter loses eligibility. Students must achieve a quarterly and interim GPA above 2.0 in order to be eligible during the next grading period. Students who are ineligible at the end of the fourth quarter, may become eligible for the first quarter of the upcoming school year if they complete all required remediation in summer school and have a cumulative GPA of 2.0 or better. A student who receives an incomplete in any course on the quarterly report card will be ineligible as long as the incomplete in the course exists.

## ***SCHOOL COUNSELORS***

School counselors are available to confer with students in areas which may extend beyond academic matters. While the conferences are generally confidential, the counselor may need to disclose certain information to parents, school administration or other authorities.

## IV. ADMINISTRATIVE PROCEDURES

### ***ADMISSIONS***

#### **DIOCESAN INITIAL ADMISSION REQUIREMENTS**

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the age, health, academic and behavioral requirements are eligible for admission to the school.

#### **REQUIREMENTS FOR ADMISSION**

- a. Presentation of an original birth certificate (schools are expected to keep a copy of the certificate on file)
- b. Baptismal certificate for Catholic students
- c. Proof of exact dates of immunization
- d. Records from previous school, including standardized test scores
- e. Proof of custody where applicable
- f. Completed Diocesan Elementary or High School Application Form (Appendix J)
- g. Current Certification of Immunization
- h. A non-refundable application fee
- i. If previously enrolled in a Diocesan school, proof of satisfying tuition requirements at that former Diocesan school

#### **GENERAL CONDITIONS OF ADMISSION**

A student is admitted to the school on the premise the student intends to learn the Catholic religion and be educated in a Catholic environment. In certain cases, students may be admitted on a probationary basis subject to the student successfully completing one or more subsequent interim evaluations. Students with academic or other needs (i.e., behavioral), which cannot be reasonably addressed by the school may be denied admission.

School application forms may request disability-related information. The Americans with Disabilities Act (ADA) does not prohibit a school from asking questions about a student's disabilities provided that information does not discriminate (automatically prohibit a student from applying).

#### **INTERNATIONAL STUDENTS**

The Diocese of Arlington endeavors to remain certified by the U.S. Immigration and Naturalization Service to admit F-1 Non-Immigrant students. The school, therefore, adheres to the following policies for enrolling non-U.S. persons:

- A. International students who apply for admission to a Diocese of Arlington Catholic school will be considered for admission, upon meeting the following conditions:

- a. Meets Diocesan admission requirements as stated in Policy 601.2;
- b. Currently holds or is in the process of obtaining an F-1 (Non-Immigrant) student visa;
- c. Resides at the same U.S. address as the guardian;
  - i. Guardian cannot house more than two international students;
- n. Pays tuition in full upon school admission;
  - i. There is no refund given for registration, tuition or other related fees;

The F-1 (non-immigrant student) status applies to those aliens who are in the United States for the purpose of attending school. Once a student is determined to meet the school's requirements for admission, the family must contact the Office of Catholic Schools or other "designated official" to process the Certificate of Eligibility for Non Immigrant (F-1) Student Status form for eventual admission and stay in the United States as an F-1 student. International students who enroll in a school in the Diocese for the first time must provide documentation they are free from communicable tuberculosis.

For students who hold a visa other than F-1, refer to Appendix AJ (*Nonimmigrants Who Can Study*); International students who are currently in B-1, B-2, F-2 or M-2 status cannot begin their studies prior to approval of their change to F-1 (Non-Immigrant) student. Obtaining a change of status is the responsibility of the parent or guardian.

B. Any student applicant whose passport, United Nations travel document or other Immigration and Customs Enforcement (ICE) documents indicates that the student is a refugee, asylee, parolee, lawful non-immigrant<sup>1</sup> or permanent resident may be admitted to the schools of the Diocese of Arlington under normal requirements for admission. This policy would also include undocumented children.

## ***COURSE PLACEMENT***

The principal/administration and faculty reserve the right to place students in a class which is consistent with the results of the student's prior academic records and any admission testing.

Bishop Ireton High School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of its school. All students are initially admitted for a four (4) month probationary period for the first semester.

Bishop Ireton High School does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational personnel and admissions policies, scholarship and loan programs, and athletic and other

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<sup>1</sup> Appendix AJ for a listing of lawful non-immigrants who may attend school.

school-administered programs. This policy does not conflict with the priority given to the admission or employment of Catholics.

## ***TRANSFERRING TO ANOTHER SCHOOL***

The school must be notified in writing by the parent(s) of a student regarding a decision to transfer a student to another school, including the last day the student will attend classes at school. All school-owned materials must be returned to school and all fees paid before leaving. Scholastic information will be sent to the new school upon a “Release of Student Records Form” from the new school. All Fees and Tuition **MUST BE PAID** prior to the release of the student’s records. Written notification of withdrawal should be sent to the Director of Admissions.

## ***ARRIVAL AND DISMISSAL***

School begins at 7:55 a.m. and concludes at 3:00 p.m. Monday through Friday. Changes will be announced through the various means (web page, newsletter, radio, or announcement).

Drop-off and pick-up occurs at the school entrance in the lower parking lot on Cambridge Road. Students should **NOT** be dropped off in the **UPPER** parking lot, but parents/guardians should drive up to the circle drop off closest to the main student entrance nearest the Chapel.

The building opens fifty-five minutes prior to the beginning of the academic day (which is normally 7:00 a.m.) and will close one hour after the completion of the academic day (which is normally 4:00 p.m.). Students not under the direct supervision of a teacher, coach, or moderator should not be in the building before the school day begins or after it is over.

Bishop Ireton students are the faculty/staff responsibility during the school day. It is paramount that Ireton students understand that their compliance with all policies, rules, and regulations regarding daily attendance and attendance procedures (reporting to the attendance desk, bringing in notes when days are missed, reporting to the correct location within the school) be treated with the same amount of care and concern that Bishop Ireton faculty and staff put into their responsibility of Ireton students.

The school is not responsible for providing supervision for students who remain on school property after the conclusion of the instructional day, unless the student is participating in a school-sponsored activity.

## V. GENERAL SCHOOL POLICIES

### ***ADMINISTRATIVE***

#### **STUDENT CUSTODY AND GUARDIANSHIP**

At the time of school entry or at any other time where a change in custody status/arrangements occurs, it is the responsibility of the parent(s) to provide the principal/administration with a true and correct copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

#### **ACCESS TO RECORDS**

Parents have a right (unless prohibited by the courts in a custody agreement) to the timely inspection of the educational records (cumulative and confidential) of their child during school hours. The school shall respond to reasonable requests for explanations and interpretations of the records.

If the education records of a student contain information on more than one student, the parents are limited to the specific information about their child only.

Student records shall be open to authorized school personnel only (principal, assistant principal and those to whom they extend access within a given year.)

The School administration may elect to provide at cost photocopies of a student's educational records to parents, but documentation is to be stamped "unofficial."

#### **TRANSFER OF RECORDS**

Schools may disclose a student's cumulative record (i.e. Permanent Record card, attendance card, test results) to another school with legitimate educational interest provided a written request for such records, or when those individuals to whom the custodial parent has given written permission, have requested the child's records to be released. Parent signature is required for release of a student's confidential file (i.e. special education records, psychological reports, disciplinary records, anecdotal information or reports by the school counselor).

Only copies of student records may be released. Original Cumulative Health Record and MCH-213 transfer with the student.

Parents may not hand-carry records to another school, except under extraordinary circumstances. If this occurs, the records are to be placed in a sealed envelope and marked "hand carried."

As a general rule, each school, at the discretion of its principal, shall have the right not to certify the student's graduation or provide transcripts of the student's academic record to third parties such as other schools, colleges or employers, or to issue a Certificate of Diploma to the student, if there has been a breach of

a material condition of the contract (i.e., failure to meet financial obligations, infractions against the school's code of conduct).

Parents are obligated to share educational/psychological testing results and any resulting plan with the school. If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan and/or Student Assistance Plan (SAP) should be maintained in the student's confidential file. The refusal to provide such information is grounds for terminating enrollment in the school.

Confidential records for dis-enrolled students are merged with the students' cumulative files.

### **RETENTION OF RECORDS**

The following student records are to be retained indefinitely:

Permanent record card (to include transcripts, attendance record and standardized test results)

The following student records are to be retained for 25 years:

- a. IEP/ISP or 504 Plan
- b. Student Assistance Plan
- c. Eligibility Minutes
- d. Student Assistance Team minutes

The following student records are to be retained for 7 years or age 25 whichever is greater:

- a. Application
- b. Counselor notes
- c. Discipline notes
- d. Court Documents
- e. Psychological reports

### **SCHOOL VISITORS**

All persons other than school staff and currently registered students must first report to the school office immediately upon entering school grounds, sign in and wear an identification tag when visiting the school.

- All visitors, alumni, parents, visiting students and guests must check in at the main office area.
- Each visitor will sign in with the receptionist. (In the event the receptionist is not available, then any member of the staff may help.)
- Each visitor will provide a valid form of identification (i.e. driver's license, military ID). This identification will be exchanged for a visitor's badge. Visitors personally known by the Bishop Ireton administration/staff will not be required to provide or produce any identification.

- Each visitor badge must be displayed in plain view on the person.
- At the end of the visit the badge will be exchanged for the visitor's identification.
- In the event that multiple visitors are scheduled to visit and sponsored by faculty, staff or administration, the names of the visitors must be submitted to the Dean of Students 24 hours prior to the visit so that badges can be made and a list of the visitors can be on file.
- Visitors/guests being personally and constantly escorted by members of the faculty, staff or administration will not be required to obtain a badge but they must sign in at the visitor control book.
- Visiting prospective students will be handled through the Admissions office. They must have a written request from their parents/guardian. They are expected to be dressed appropriately and follow our rules and regulations.
- All student visits are to be arranged by written parental request to the Director of Admissions at least two school days prior to the visit. Student visits will normally only be approved if the visiting student is considering attending Bishop Ireton High School. Requests to visit the school for reasons other than admissions information, such as students with a day off who wish to "hang out" with their Bishop Ireton High School student friend(s) will not be approved.

## **SCHOOL COMMUNICATIONS**

All materials prepared by parents for release to the Parish or school community must be approved by the Principal or his/her designee.

The Cardinal Connection, the newsmagazine of Bishop Ireton High School, is published two times each year.

Weekly email correspondence is conducted through two means:

Cardinal Chatter: Weekly email with sports information (schedules, athletic news, etc.)

This Week at Bishop Ireton (TWBI): Weekly email (usually Thursday during the school year) with school information pertaining to upcoming tests, extracurricular activities, and any other information for Bishop Ireton parents.

## **TELEPHONE USE/MESSAGES FOR STUDENTS**

Students may ask to use a phone in the front office. The staff will not deliver messages, personal property, homework or lunches or take students out of classes. Personal property, homework or lunches can be held if necessary at the reception desk for pick up by students. Emergencies will be referred to the Principal for appropriate action.

## **INCLEMENT WEATHER/SCHOOL CLOSINGS**

In addition to the traditional 180 school days, schools should add at least three extra days to the school calendar each year to accommodate days off due to

inclement weather or other non-weather related emergencies. In the event these inclement weather/emergency days are not used, schools may dismiss for summer after completing the required 180 school days. If, however, during the course of the year, the school uses more than three inclement weather/emergency days, it is not necessary for the school to extend its school year beyond the 183 budgeted days, provided the school has surpassed 1,038 hours of instructional time (as defined by the Commonwealth of Virginia).

If during the course of the year, the school uses inclement weather/emergency days, it may be necessary to modify the published school calendar.

Bishop Ireton High School will follow the Fairfax County Public Schools with regard to delayed opening or cancellation of school due to bad weather conditions. In the event of any other decision, the school will call the following radio stations to make announcements: WUSA, WMAL, WRC, and WTOP. In addition, a message will be placed on the school voice mail and school's website ([www.bishopireton.org](http://www.bishopireton.org)).

When a two-hour delay opening is announced, the school follows the TWO HOUR DELAY schedule. When a two-hour delay opening is announced during semester examinations, the published examination schedule will be delayed one hour, i.e., examinations scheduled for 9 A.M. will be given at 10 A.M. If school is cancelled during semester examinations, the examinations scheduled for the cancelled day will be administered on the next school day. If school is dismissed early or cancelled, all co-curricular activities are also cancelled.

#### **PHOTOS AND OTHER MEDIA**

Parents may opt out their children from participating in videotaping, audio recording, school pictures, other photography or participation involving the Internet. When a parent decides to exercise this right, the school is required to use the *Waiver/Right to Object* form (Appendix N). All student or parental publications are subject to review and approval by the school administration prior to publication. Parents will be required to opt in or opt out on the Student/Parent Handbook Agreement Form page.

#### **LIBRARY**

All books chosen for classroom reading in Diocesan schools must be appropriate for students not only in age level and reading ability but also for the moral development which we are working to foster. All books shall conform with Diocesan policies and guidelines regarding Catholic education.

Parents or teachers who object to reading or audio-visual/computer materials must complete an Objection to Content Form (Appendix K) and submit it to the school principal. A review committee (to include an Office of Catholic Schools member) will subsequently discuss the objection and decide the disposition of the challenged material. The parent or teacher initiating the review should be personally notified of the results of the review.

## **FIELD TRIPS**

Field trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and in light of financial considerations.

Field trips are considered an extension of the school day and the code of conduct will apply.

A student must give to the sponsoring teacher a permission form signed by a student's parent(s) prior to a student participating in each activity (Appendix R).

In the event private automobiles/vehicles of students, parents or other authorized adults are to be utilized to transport students on field trips, the drivers and/or the vehicle owners must have a valid driver's license and sufficient liability, medical and uninsured motorist insurance coverage as defined by the Diocesan Risk Manager. Evidence to this effect must be presented to the principal/administration for review and approval prior to the use of such vehicles. The principal/administration shall have the right to prohibit for any reason a proposed driver from transporting students on a field trip.

Cell calls and texting are not permitted while driving.

Parents/guardians are to be furnished with detailed written information about the field trip, and must be given the opportunity to "opt out" their children from the field trip.

It should also be understood, in light of world conditions and specifically threats of terrorism against Americans, it may be necessary to cancel school-sponsored trips due to world and national developments at any time. School-sponsored ski trips are not permitted.

Teachers and other school employees should not drive students in their personal vehicles.

All medications given on field trips must comply with medication administration policies. For a student with prescription medication and/or medically necessary health related procedures or treatments, a trained individual needs to be present on the field trip such as; a school nurse, parent/guardian or designated family member to ensure care in the case of an emergency. If a trained individual of the school is unable to chaperone the student on a field trip, it is the responsibility of the parent to provide a trained individual to accompany the student.

## **OVERNIGHT TRIP INFORMATION**

Teachers and other school employees should not drive students in their personal vehicles. In addition to the rules and regulations for all field trips, students are required to follow the guidelines given by the teacher, coach or moderator during overnight field trips. Parents will be notified of these guidelines by writing, through a meeting with the teacher/coach/moderator, or both.

## **MARCH FOR LIFE POLICY**

Students are offered varied opportunities to participate in activities that promote the sanctity of life.

Based on the principal/administration's decision, students may be permitted to participate in the March for Life as a school and/or parish sponsored activity. Field trip procedures will be followed.

## **GRADUATION REQUIREMENTS/CEREMONIES**

The school does not guarantee the award of a degree or any certificate of satisfactory completion of any course of study to students. In order to qualify for graduation and/or award of a degree, students must satisfactorily complete (by attaining a passing grade) all courses for credit in grades 9, 10, 11 and 12 as required for graduation according to the standards of the Virginia Catholic Education Association and the Commonwealth of Virginia and comply with all school regulations and policies. Additionally all students are required to complete a semester of religion for each semester of their attendance.

- High school graduation ceremonies should be characterized by dignity and due consideration for practical and economic realities.
- A celebration of the Eucharist must be held for the graduates close to the date of graduation.
- High School seniors should be in school a minimum of 990 instructional hours.
- Baccalaureate & Graduation activities are MANDATORY for all graduating seniors. Failure to attend a practice for either ceremony may forfeit the opportunity to participate in a ceremony.

## ***PARENT ORGANIZATIONS***

Parent-teacher (and/or home-school) organizations are sponsored by the school to promote a cooperative effort at meeting certain needs of the student body. The parent organization is subject in all respects to the control of the school. All parent organization activities and all materials prepared by parents must be submitted the principal/administration for approval prior to implementation and/or distribution.

All PTO monies must be deposited in the parish or school account as designated by the pastor. In consultation with the principal, the PTO officers should prepare a budget and submit it to the pastor and principal for approval

Persons nominated to serve as a PTO board member must receive the approval of the administration.

Every school should have an effective Parent-Teacher Organization. An effective Parent-Teacher Organization should strive to provide support and assistance to

the head of school/principal regarding advancement of the school's mission and legislative issues concerning the school as directed by school leadership.

Every school should have a representative on the Diocesan Council of PTOs.

The Bishop Ireton High School parent organization should strive:

1. to serve in an advisory capacity to support the Principal/administration;
2. to provide a means by which parents can respectfully articulate their values and expectations regarding the school so that these can be examined and addressed by the Principal/Administration;
3. to support and promote quality Catholic education at the school;
4. to encourage Catholic values of family life;
5. to share with teachers the values that parents are attempting to develop with their children at home;
6. to acquaint parents with up-to-date information concerning current developments in educational initiatives as they may affect the school so that they can be in a better position to promote the legitimate rights of their children;
7. to unify parents in an effort to raise funds each year for the school.

The parental organizations include: The Parent-Teacher Organization, The BI Mother's Club, The All Night Graduation Committee, The BI Athletic Boosters, The Wind Ensemble Parent Boosters and parents involved in the theater programs.

## ***FUNDRAISING***

Any program of generating additional revenue should have the approval of school leadership (Pastor, Principal, and Head of School). These activities should be organized and executed so that the school program is not interrupted.

Students may participate in and cooperate with worthy collections and fundraising projects conducted by a school or parish, provided such activities have been approved by the school leadership (Pastor, Principal, and Head of School).

## ***TRANSPORTATION/PARKING***

### **PARKING**

Motor vehicles used by students for school must be registered in the Office of the Dean of Students. Each vehicle will be given a designated parking space and a parking permit that must be displayed at all times. Parking permits are nontransferable. Parking permits cost \$425 dollars and must be returned to the Dean of Students or Assistant Dean of Students at the end of each school year. Fees are non-refundable. Lost permits cost ten dollars. Student parking is restricted to the lower parking lot of the school. Students are not to loiter in the parking lots at any time. The speed limit in the parking lot is 5 mph. Students

exceeding 5 mph will be charged with reckless driving. Cars not properly parked or without permits are liable to be towed away at the owner's expense and students will be charged a twenty dollar parking fine. Cars are to be locked and not entered again during the school day without permission. Bicycles are to be locked in the rack provided near the chapel entrance. All parking places in front of the school and Oblate House are reserved for individual Faculty/Staff members. Cars that illegally park in a place reserved for a Faculty/Staff member, or are parked in a visitor's spot are liable to be towed away at the owner's expense, and may result in loss of all parking privileges.

Students are prohibited from using the upper parking lot during the school day. The yellow painted curbs in front of the school indicate the fire lanes. No one is ever permitted to park in these indicated areas. Failure to comply with this safety regulation may result in having the vehicle towed away at the owner's expense.

### **TRANSPORTATION SAFETY**

The traffic circle around the flagpole is closed to the general public for the 30 minutes prior to the beginning of school and the 30 minutes immediately following the end of the academic day. School buses will discharge and board passengers during this period. Employees assigned parking, handicapped parking and special exceptions may enter the area during this period. The prime intent is to provide a safe, orderly way to load and unload school buses in accordance with appropriate laws and regulations. During these times, drop off and pick up of students will be accomplished in the south parking lot (by the auditorium or on Cambridge Road).

### **UPPER PARKING LOT/FLAG POLE AREA**

The traffic circle around the flagpole is closed to the general public for the 30 minutes prior to the beginning of school and the 30 minutes immediately following the end of the academic day.

## VI. FINANCES

### ***DIOCESE OF ARLINGTON TUITION GRANT PROGRAM***

#### **APPLICATION PROCESS & REQUIREMENTS**

All school families participating in the program must submit the same application form (available in English and Spanish) along with a processing fee payable to the private vendor.

To be eligible for receiving funds from this program, students must satisfy all of the criteria described below:

- a. A baptized Catholic or convert officially received into the Church
- b. Family resides within the boundaries of the Diocese of Arlington
- c. Family is registered and an active member of a parish
- d. Student attends or is accepted by a Catholic school in the Diocese of Arlington

The deadline for submitting applications to the contracted vendor is determined annually. Applications received after the stated due date will be considered for tuition assistance if funds are still available.

Although students from families residing on local military bases are not domiciled in a Diocesan parish, those students are eligible for the Diocese of Arlington Tuition Assistance Program.

The funds from the program will be paid directly to the school that the qualifying student attends. Schools will credit the tuition accounts for those families who have been approved to receive aid for that school year.

### ***SCHOOL TUITION POLICIES***

Any student who is not current in his or her tuition payments will not receive a report card, or at the beginning of a semester, will not receive a schedule. If the student is graduating or transferring to another school and has not paid all outstanding tuition and/or fees due, no information nor student records will be released until all obligations to the school have been paid in full. Any student whose tuition is 60 days or more overdue will be barred from attending all school classes and activities until their payments are brought up to date. Checks returned for insufficient funds will be assessed a \$35 processing fee.

### ***TUITION AND OTHER FEE SCHEDULES***

Tuition is collected by using the services of a tuition management company called FACTS. FACTS is an automated payment system. A preauthorization of your bank account or credit card is needed to automatically transfer funds to the

school on a regular monthly schedule. No checks are accepted unless the entire tuition is paid at once.

**2017-2018 TUITION RATES:**

	Diocese of Arlington Catholic	Catholic outside the Diocese of Arlington	Non Catholic
1st (child)	\$15,090	\$17,140	\$19,725
2nd (child)	\$12,075	\$13,710	\$19,725
3rd (child)	\$7,545	\$8,570	\$19,725

**GRADUATION FEE**

All seniors are required to pay a \$300 graduation fee by Monday, May 7, 2018 to the attention of the Business Office. The graduation fee includes transcripts, the academic attire (cap, gown hood), flowers, rentals (tux for ushers), printing, security, a donation to each church and a 2017-2018 “Flight” Yearbook.

**COLLECTION ON PAST DUE RECEIVABLES**

Any amount owed to Bishop Ireton High School including, but not limited to, tuition, fees, and amounts due for goods and services provided is considered past due if payment is not received by the payment due date.

Students with past due amounts will be placed on a “HOLD” status. This “HOLD” restricts certain student activities such as the ability to receive grade transcripts, and registration for future academic terms. Once established, the “HOLD” remains in place until the debt is paid in full. Any payments received by Bishop Ireton High School will first be applied to the outstanding tuition balance before the student may participate in any extracurricular activities or receive any goods or services from the school. If the debt is for tuition, a student’s classes may be discontinued. Students in danger of this are warned immediately following the last day to add classes for the semester that any balance remaining from their semester tuition bill must be paid or they will be dropped from all class rolls. Students whose classes have been discontinued must make payment in full, enroll in the FACTS Tuition Plan, or arrange for financial aid before their classes will be reinstated. Students will be required to contact their academic advisor to request classes be reinstated for the semester after payment has been made and the financial “hold” has been removed from their record by the Finance Office.

Students who have applied for graduation and have a balance on their student account may have their diploma and transcripts held until their account is paid. Once a student is no longer enrolled, the collection procedures utilized for other “non-student” receivables are implemented. If payment is not forthcoming within the stated period, the account and all pertinent information are forwarded to an outside collection agency for collection. In the event the collection agency is

unable to collect, the account is reported to the three national credit bureaus, thus affecting the debtor's credit rating.

Individuals who do not pay all fees and charges owed are responsible, in the event of their default or the return of a check for payment of said fees and charges, to pay a penalty fee, to pay interest at the highest rate allowed by law, and for all reasonable administrative costs, collections costs, and attorney's fees incurred in the collection of funds due the school.

Addresses must be kept current in the Student Records System in order for the school to send statements in a timely manner. Non-receipt of statements is not a valid defense for non-payment; it is the responsibility of the individual who has incurred the debt to see that the debt is discharged.

Bishop Ireton High School is in full compliance with the Virginia Debt Collection Act and all regulations promulgated by the State of Virginia Department of Accounts and the Office of the Attorney General.

## VII. CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES

### ***PARTICIPATION***

In order for sportsmanship to be rooted in Catholic values, it is expected that coaches, athletes and fans display respect, civility and responsibility in words and actions before, during and after all athletic contests and/or practices. These policies are developed to assist the four diocesan high schools in accomplishing their goal of providing a Catholic education which is rooted in the teachings of the Catholic faith, especially the practice of respect for each person. The policies outlined in this section exist to ensure good sportsmanship and fair play.

Each athlete, coach, parent, and spectator affiliated with a Diocese of Arlington high school is expected to adhere to the sportsmanship expectations articulated in the Virginia Independent Schools Athletic Association (VISAA) Code of Conduct and/or the Sportsmanship Creed of the Washington Catholic Athletic Conference (WCAC). The WCAC adult fan behavior expectation policy also applies.

In addition to complying with VISAA and/or WCAC mandates regarding player or coach ejection from athletic contests, Diocese of Arlington high schools will notify the Superintendent of Schools whenever such an ejection occurs. The Superintendent reserves the right to investigate the matter further and to take appropriate action if he/she determines that to be necessary as an action above and beyond VISAA or WCAC steps.

Participation in co-curricular and extra-curricular activities is a privilege, not a right. Students who successfully meet the school's academic requirements and adhere to the code of conduct will be given the privilege of participating in co-curricular and extra-curricular activities. Students with more than one failing grade or a grade point average below 2.0 in any class are not eligible. Eligibility is restored after the mid-point of the quarter four weeks if the GPA and grade requirements have been remedied. Girls are not allowed to participate in boys' football and/or wrestling activities.

Prior to athletic participation in secondary school programs, all students shall provide the athletic department with a current, completed Virginia High School League Athletic Participation Consent and Physical Examination (obtained from <http://www.vhsl.org>) or comparable form. This medical evaluation form is required for each school year.

When a student is requesting a waiver from participating in Physical Education classes, parents are required to submit a written statement from their child's physician that states any activity restrictions with regard to participation in

Physical Education classes. The statement is expected to include a specific time frame for the activity restrictions.

### ***TRANSPORTATION OF ATHLETES***

Students participating in a school-sponsored sport who wish to drive to and from practice and games in a privately owned vehicle must have written permission from their parents/guardians. This approval does not permit a student to transport other passengers, under any circumstances, unless that passenger is a member of the car pool as permitted by the parents and administration.

If a parent would like their student to drive to an off-campus practice or activity for the convenience of the family, an exception to this school policy can be made by filling out a “Parental Permission Form for Student Athletes to use Personal Vehicle Transportation to Practice” (see sample in the appendix). This would only allow the student to transport him or herself. A student driving other students to an off campus school-sponsored event is never allowed if the form has not been completed.

### ***SUPERVISION OF STUDENTS***

The school is not responsible for providing supervision for students who remain on school property after the conclusion of the instructional day, unless the student is participating in a school-sponsored activity (such as athletics or theater).

## VIII. STUDENT RESPONSIBILITIES & BEHAVIOR

### BISHOP IRETON CODE OF CONDUCT EXPECTATIONS OF ALL IRETON STUDENTS

In all areas of learning, fidelity to the call to true discipleship is essential to the development of the whole person. The Code of Conduct is based on the Gospel's message of Jesus Christ. Growth in self-discipline, a responsibility for Catholic moral values, and a loving respect for the rights of all persons are among the expected outcomes. To achieve these ends, parents, faculty and students work together to create a Catholic, Salesian community based upon Catholic moral values and loving respect for others as taught by Jesus. Accordingly, a Bishop Ireton High School student is expected to adhere to these basic standards of behavior:

1. An Ireton student treats others with respect at all times and in all situations
2. An Ireton student acts with integrity at all times
3. An Ireton Student uses appropriate language, speaks respectfully to/about others, and never bullies nor harasses another.
4. An Ireton student shows respect for the learning community by being prepared and punctual for all classes and commitments.
5. An Ireton student uses all technologies appropriately and in accordance with School acceptable use policies.
6. An Ireton student respects his/her body as a temple of the Holy Spirit and refrains from using or possessing alcohol, tobacco or illegal drugs at all times.
7. An Ireton student takes pride in all areas of the school's appearance, follows all policies and guidelines regarding use, safety and security of school property.

The school observes this Code of Conduct because it is built on fundamental Catholic social teachings. The role of the Administration, Staff and Faculty is to work with the students and parents to assist the students in developing a strong Christian attitude toward life.

#### ***1. AN IRETON STUDENT TREATS OTHERS WITH RESPECT AT ALL TIMES AND IN ALL SITUATIONS***

- “Consider the nature God has given to you. It is the highest in this visible world; it is capable of eternal life and of being perfectly united to His Divine Majesty.” Since human dignity and worth is found in our creation in the divine image and likeness, we honor and affirm that image of God in others.

Students are expected to always make the classroom environment a place for learning and growth. Students are required to follow all school and class rules at all times. Disruption of class in any form, e.g. tardiness, sleeping, talking back, or any other reason will not be tolerated.

- Teachers have a right to teach. No student will impede the teacher from teaching.
- Students have a right to learn. No student will impede another student from learning.

Students that interrupt and disrupt the classroom will be held accountable for their actions by receiving whatever is deemed to be appropriate action on the Disciplinary Ladder by the Principal, Dean of Students, or designated member(s) of the Administration.

## ***2. AN IRETON STUDENT ACTS WITH INTEGRITY AT ALL TIMES***

### **THE HONOR CODE**

*“I will not lie, cheat, steal nor tolerate those who do”*

### ***ACADEMIC HONOR CODE***

Each student is required to respect what God has given us as individuals, both in material goods and scholastic ability. This respect implies honesty with one-self and others. Thus, the Honor Code at BI is not about punishment but forming a Salesian bond of integrity. Likewise, the Honor Code at BI is more than a set of rules, though these are published in the Student / Parent Handbook and on the BI website.

The Academic Honor Code seeks to promote an awareness of integrity, honesty, honor, trust, fairness, and justice among all members of the BI Salesian community. In this way, the BI Honor Code promotes and protects our honor and integrity to create a level playing field for all, where learning is the ultimate goal. Thus, honesty and trust are values we must internalize. The student ownership of the Honor Code carries with it the ideals of a “community of trust”. Living within this community carries with it benefits and responsibilities. Each student is charged with the responsibility to refrain from dishonorable conduct. A student agrees not to lie, cheat or steal nor tolerate those who do. In the end, the Honor Code at Bishop Ireton ensures an honest environment while our Salesian integrity serves as a beacon and foundation at the heart of the philosophy of St. Francis De Sales.

### **THE HONOR PLEDGE:**

*“As a student of Bishop Ireton High School, I will abide by the principles of the school’s Honor Code, pledge to act in accordance with all of its provisions at all times and to defend the Honor Code against abuses in my presence”*

Each student commits to this Code and pledge by signing this handbook and in so doing accepts the requirement to respect what God has given us as individuals, both in material goods and scholastic ability. Bishop Ireton High School's Honor Code seeks to promote faithful adherence to the principles of integrity, honesty, honor, trust, fairness and justice among all members of our Salesian community.

Academic integrity is especially important. Each student is expected to submit all assignments on time, and guarantee that the work submitted is his/her own is properly cited. Acts of academic dishonesty directly interfere with the development of every one of our Salesian principles. A student who cheats fails to learn academic material, fails to grow into a moral person, and fails to care for his fellow students. A student who helps another student to cheat is neither loving nor just: he is depriving his fellow student of the opportunity to learn and depriving others of the chance to be graded fairly.

Because such academic dishonesty is the antithesis of education, it will not be tolerated at Bishop Ireton High School. Academic dishonesty includes, but is not limited to:

Copying the work of another person, whether homework, papers, quizzes, reports, tests or exams; allowing another student to copy work; the use or close imitation of someone else's language or thoughts and the representation of them as one's own original work.

All forms of plagiarism; reading unauthorized plot summaries, such as Spark/Cliff Notes, or watching videos instead of reading the assigned material.

Obtaining copies of tests, quizzes or exams by any means; asking other students about the content of tests, quizzes or exams they have taken earlier; bringing inappropriate information to a test, quiz or exam via calculator, cell phone, paper or any other means, whether or not that information is used.

Missing a class to postpone a test or other assignment; forging a note from home, from another teacher or from an office; pressuring another student to cheat.

Failing to report incidents of cheating, or lying about academic matters.

#### **THE TEST PLEDGE:**

Every student is required to certify his/her compliance with all aspects of the Honor Code by placing/signing this pledge on every test:

*"I have not violated or witnessed a violation of the Honor Code"*

## **THE HONOR CODE OF BISHOP IRETON HIGH SCHOOL: DEFINITION/TERMS**

### **ACADEMIC DISHONESTY**

Academic dishonesty includes bringing unauthorized notes or materials into a quiz or testing situation (to include a cell phone); violating rules governing

administration of quizzes, tests, or examinations; giving or receiving information before or after a quiz, test, or examination; and giving or receiving assistance while taking a quiz, test, or examination whether by talking, signs, writing or other means (including possessing teacher editions of textbooks).

### **PLAGIARISM**

Plagiarism is representing the work and ideas of others as one's own on research papers, project, computers, music and artwork, or other assignments without proper acknowledgment.

Plagiarism is a serious academic violation. A student's assignment must reflect his or her own thoughts and words. When a student summarizes, paraphrases, or quotes the works or thought of another person or source, proper credit must be given to the original source. Failure to do so constitutes plagiarism, and therefore an Academic Honor Code violation. For clarification, all English teachers will specifically discuss the topic of plagiarism with each of their classes during the first two weeks of school. For further information about what constitutes plagiarism, please visit the following websites:

- [www.turnitin.com](http://www.turnitin.com)
- <http://owl.english.purdue.edu/owl/resource/589/01/>
- <http://www.plagiarism.org/plagiarism-101/what-is-plagiarism>

### **LYING**

Lying involves telling of an untruth or any form of deceit or attempted deceit or fraud relating to a student's academic work or other school responsibilities.

### **STEALING**

Stealing is taking without permission the property of any member of the Bishop Ireton High School community or property located on the school premises or knowingly having stolen property in one's possession. This not only includes academic work, but can include personal property.

*Personal property (backpack, equipment, etc.) matters are generally dealt with by the Dean of Students and/or Assistant Dean of Students but can involve the Honor Council if deemed appropriate.*

## ***POLICIES IN REFERENCE TO THE HONOR CODE***

### **HOMEWORK POLICIES**

Students are expected to comply with teachers' policies regarding receiving help on homework assignments. Teachers may administer all penalties for failure to comply with class rules in regard to receiving help on homework assignments.

### **TESTING/QUIZ/PROJECT/TERM PAPER POLICIES**

- At the beginning of the testing period, students are to have all books, class notes, and any other information pertaining to the test out of

sight, either under desks or in the front of the room. There should be no information (“cheat sheets”) on their person (to include writing on hands, clothing, etc.), on their desk, around or in the immediate vicinity of their desk.

- There is to be no talking, turning around, holding a paper so that others may view it, or communication (either verbal or non-verbal) during the testing period. To avoid the perception of academic dishonesty, students are to keep their eyes on their own papers. Students will not be permitted to give or receive objects or information during the testing period.
- Any questions during the testing period should be directed only to the teacher. Students should raise their hands to indicate that assistance is needed.
- Unless a teacher specifically gives contrary instructions, students will not be permitted to bring any outside materials to the test. All paper material necessary for testing will be provided by the teacher; students are not permitted to bring additional paper.
- Teachers who suspect that a student has broken the policies regarding academic honesty may report the alleged dishonesty to the Assistant Principal for Academics who may conduct an investigation. Students who have violated Bishop Ireton policies regarding academic honesty may be given a failing grade on the test and a consequence will be recommended based on the Honor Council rubric.
- Violation of computer standards of conduct and ethics may be considered a violation of the Honor Code.
- Misrepresenting a student by signing him/her on attendance rosters and into study hall is an honor code violation. This is gives a proctor the implication that a student is present, when they in fact, are not.
- In addition, multiple submissions of a student’s work (such as turning in the same paper for two different courses) without the permission of both teachers, use of false or fabricated citations, and use of knowingly false or fabricated data constitute acts of academic fraud that are violations of the Academic Honor Code.

#### **ACADEMIC INTEGRITY AND NATIONAL HONOR SOCIETY**

If a student is a member (or candidate to be inducted) of the National Honor Society (NHS), he/she may be removed from NHS, have membership offer placed on a probationary status, and/or forfeit membership to NHS.

### ***BISHOP IRETON STUDENT HONOR COUNCIL***

The Honor Council is an important collaboration between students and adults in support of the goal of integrity in all matters as highlighted by the Honor Code at Bishop Ireton High School.

The purpose of the Student Honor Council is to promote Bishop Ireton's Honor Code to the students and faculty, to review specific cases in which the Honor Code may have been violated, and to make recommendations to the school administration.

### **MEMBERSHIP AND COMPOSITION**

- Council formed each spring with service to begin the following fall.
- Consists of 9 students (4 seniors, 3 juniors and 2 sophomores) three faculty/administrators. At-large members may be added to help promote the Honor Code.
- The Principal appoints adult members, while students apply, are vetted for qualifications, and then are elected by their classmates.
- Prior to the start of the school year the Council elects one senior as Chair, one as Vice-chair, and one junior to serve as the Executive Committee. The Chairperson serves as the chief administrator for all council activities, and presides over all meetings and hearings.
- The junior member of the Executive Committee and one other junior and sophomore (chosen by the Honor Council) are retained for the next school year.
- Council members are expected to be role models, follow school rules, and uphold the principles and values of the Honor Code.

### **CONFIDENTIALITY**

- Honor Council members sign a Pledge of Confidentiality at the beginning of each school year as well as the beginning of each hearing.
- Council members are not allowed to discuss cases or their deliberations or recommendations about any case with anyone outside of the Council.

### **REFERRAL**

- If a student is suspected of violating the Honor Code, any teacher or student can complete a confidential referral form and turn it in to the Dean of Students or put it in the "Honor Council drop box". The teacher should inform the student that they have been referred to the Honor Council.
- Teachers are encouraged to refer all suspected Honor Code violations to the Council.
- The Honor Council moderators convene the Executive Committee.
- If the Executive Committee believes there is evidence of a violation the alleged student is given a copy of the referral to return with their written response and a parent signature. There are three responses possible from the student:
  - o Acknowledge that he/she violated the Honor Code and accept penalty of the Committee.

- o Acknowledge that he/she violated the Honor Code, but ask to speak to the Honor Council before final penalty.
- o Maintain that he/she did not violate the Honor Code and request a hearing conducted by the full Honor Council.

## HEARING

- Minimum of 5 Honor Council students must be present for a hearing
- Participants other than the Council may include the student in question, his/her faculty advisor and the reporting individual(s).
- Chair conducts the hearing following the Hearing Outline/Script.
- Three possible recommendations forwarded to the Assistant Principal for Academics are
  - o Not Responsible
  - o Negligent – some negligent behavior but no evidence of intent
  - o Responsible with recommendation for consequences
- Council should work for consensus, but the final decision can be reached if two-thirds of the Council agree.
- Assistant Principal for Academics reviews and approves or alters Council recommendations.

## CONSEQUENCES

Consequences Recommended for Honor Code Violations (not including theft)

	<b>Minor Offense</b>	<b>Meaningful Offense (not pre-meditated)</b>	<b>Meaningful Offense (pre-meditated)</b>
First	<ul style="list-style-type: none"> <li>• 50% off assignment, offer to redo for full credit</li> <li>• written apology/ reflection assignment for teacher</li> <li>• 1 after school detention</li> <li>• removed from Honor Council for the year</li> </ul>	<ul style="list-style-type: none"> <li>• 0% on assignment, offer to redo for 50% credit</li> <li>• written apology/ reflection assignment for teacher</li> <li>• 2 after school detentions</li> <li>• removed from Honor Council permanently</li> </ul>	<ul style="list-style-type: none"> <li>• 0% on assignment</li> <li>• written apology/ reflection assignment for teacher</li> <li>• 1 Saturday detention</li> <li>• removed from Honor Council permanently</li> </ul>
Second	<ul style="list-style-type: none"> <li>• 0% on assignment, offer to redo for 50% credit</li> <li>• Written apology/ reflection assignment for teacher (copy to Honor Council)</li> <li>• 1 Saturday detention</li> <li>• removed from Honor Council permanently</li> </ul>	<ul style="list-style-type: none"> <li>• 0% on assignment</li> <li>• Written apology/ reflection assignment to teacher (copy to Honor Council)</li> <li>• Disciplinary Alert Status (10 days out of activities, see handbook)</li> </ul>	<ul style="list-style-type: none"> <li>• 0% on assignment</li> <li>• Written apology/ reflection assignment to teacher (copy to Honor Council)</li> <li>• Disciplinary Probation (20 days out of activities, see handbook)</li> </ul>

	<b>Minor Offense</b>	<b>Meaningful Offense (not pre-meditated)</b>	<b>Meaningful Offense (pre-meditated)</b>
Third	<ul style="list-style-type: none"> <li>• 0% on assignment</li> <li>• Written apology/ reflection assignment to teacher (copy to Honor Council)</li> <li>• Disciplinary Alert Status (10 days out of activities, see handbook)</li> </ul>	<ul style="list-style-type: none"> <li>• 0% on assignment</li> <li>• Written apology/ reflection assignment to teacher (copy to Honor Council)</li> <li>• Disciplinary Probation (20 days out of activities, see handbook)</li> </ul>	<ul style="list-style-type: none"> <li>• 0% on assignment</li> <li>• Written apology/ reflection assignment to teacher (copy to Honor Council)</li> <li>• 2 day in-school suspension (20 days out of activities, see handbook)</li> <li>• Possible referral to Discipline Review Board</li> </ul>
Fourth	<ul style="list-style-type: none"> <li>• 0% on assignment</li> <li>• Written apology/ reflection assignment to teacher (copy to Honor Council)</li> <li>• Disciplinary Probation (20 days out of activities, see handbook)</li> </ul>	<ul style="list-style-type: none"> <li>• 0% on assignment</li> <li>• Written apology/ reflection assignment to teacher (copy to Honor Council)</li> <li>• 2 day in-school suspension (20 days out of activities, see handbook)</li> <li>• Possible referral to Discipline Review Board</li> </ul>	<ul style="list-style-type: none"> <li>• 0% on assignment</li> <li>• Written apology/ reflection assignment to teacher (copy to Honor Council)</li> <li>• 2 day out-of-school suspension (20 days out of activities, see handbook)</li> <li>• Referral to Discipline Review Board</li> </ul>

Recommended consequences for Honor Code violations related to theft and/or lying should be selected from the “Disciplinary Ladder” outlined in the Student/Parent Handbook

### **APPEALS**

The student in question or his/her parent may file a written appeal to the Assistant Principal for Academics within 5 school days of the dated finding. Only the Assistant Principal for Academics can affirm or alter the recommendations of the Council.

### **Acknowledgements**

This framework is based on a template created by the School for Ethical Education (SEE). Their template is a result of research that synthesized the best practices of Honor Councils at schools around the country. We also would like to acknowledge the important contributions of these member of the Bishop Ireton Class of 2013: Kristine Baisa, Gillian Gavino, Rumman Hoque, Tamra Nebabu, Albert Schibani, and Catherine Schreiber.

### ***3. AN IRETON STUDENT USES APPROPRIATE LANGUAGE, SPEAKS RESPECTFULLY TO/ABOUT OTHERS AND NEVER BULLIES NOR HARASSES ANOTHER.***

#### **RESPECT**

As a Salesian community of learning, it is vital that we follow the Golden Rule at all times within our community. In how we treat and when speaking to classmates and teachers/staff, students should always remember that a level of respect must be given and illustrated by appropriate language, responses, and tone in all interactions.

#### **INAPPROPRIATE LANGUAGE/VULGAR COMMENTS**

The use of profanity and/or vulgar comments to classmates, faculty, or staff members is not acceptable nor is it a positive representation of our school. Students will be placed on the appropriate level of the discipline ladder for violations of this expectation.

#### **BULLYING/HARASSMENT DEFINITION**

Bullying is prohibited and is defined as one or more actions of abusive treatment of another. Examples include but are not limited to:

Examples include but are not limited to:

1. Physical intimidation or assault
2. Extortion
3. Oral or written threats, including text messaging
4. Malicious teasing
5. Putdowns
6. Name calling
7. Threatening looks
8. Gestures or acts of aggression (Overt and Covert)
9. Cruel rumors & false accusations
10. Social Isolation
11. Cyber-bullying

School personnel will not tolerate any bullying on Diocesan school grounds or at any school-sponsored activity (on or off school grounds). In addition, the Office of Catholic Schools expects students and parents who become aware of an act of bullying to report it to appropriate school personnel (e.g. Principal, Assistant Principal for Student Life, Dean of Students, Teacher, and School Counselor). The Office of Catholic Schools expects staff members who become aware of an incidence of bullying to take appropriate steps to intervene - unless intervention would be a threat to staff members' safety. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school Principal for further investigation.

In cases of reported bullying, the Dean of Students, Assistant Dean of Students, Assistant Principal for Student Life or designee shall interview all students involved (i.e. the aggressor(s) and the victim(s)) and investigate, as appropriate. This investigation may include interviews with students, parents and school staff; review of school records; and identification of parent and family issues. Any student who retaliates against another for reporting bullying may be subject to appropriate consequences.

Consequences for students who bully others shall depend on the results of the investigation and may include:

- Counseling and/or regular meetings with Dean of Students and School Counselor
- Parent conference with Dean of Students and School Counselor/ Assistant Principal for Student Life
- Appropriate level of disciplinary consequence(s)
- Out of school suspension and/or expulsion

Depending on the severity of the incident(s), the Dean of Students, Assistant Principal for Student Life, Principal or designee may also report incidents of bullying to law enforcement if appropriate.

### **BULLYING/HARASSMENT**

Bullying is defined as any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; and could involve a real or perceived power imbalance between aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. “Bullying” includes cyber bullying. “Bullying” does not include ordinary teasing, horseplay, argument, or peer conflict. A Bishop Ireton student will refrain from bullying or harassment of any kind.

This type of behavior is not what this Catholic, Salesian school community stands for nor will it be tolerated. This expectation extends to off campus when violations impact our school community. In these cases, offending parties will be subject to the same consequences as those on school grounds. Students are expected to use appropriate language, (profanity is never acceptable), and speak respectfully to/about others at all times. Targeting classmates whether it be in person or online (e.g. Snap Chat, Instagram, Twitter, and/or “private Twitter”) does not meet the expectation for a Bishop Ireton student and will not be tolerated. Every member of the Bishop Ireton High School community shares the responsibility for building an environment of mutual respect and support that fosters not only spiritual growth, but unity amongst our community.

### **FIGHTING/ASSAULT**

Fighting in school or on school property is prohibited. This includes play fighting, joking, or horseplay. **If confronted in a physical altercation, students should immediately seek the assistance of the nearest adult or remove themselves**

**from the situation.** Fighting/physical violence (pushing, shoving, slapping, etc.) is never permitted and will be dealt with appropriately by the Dean of Students and/or the Assistant Principal for Student Life. Considerations as to how consequences are decided will be made for all situations, including horseplay and/or escalation of force. A student that is fighting may be placed on Level III/IV of the Disciplinary Ladder, including Suspension or Expulsion. If deemed appropriate, the student will also be placed on a disciplinary/behavioral contract.

#### **BYSTANDER/WITNESSES**

Any students present at an altercation (fighting/assault) are required to report the incident to an adult. It is expected that student will be in compliance with the Responsible Use Policy and will not record, send, or post any photos or videos.

#### **SEXUAL HARASSMENT—STUDENTS**

Sexuality affects all aspects of the person, including in a general way the aptitude for forming bonds of communion with others. The Catholic Schools of the Diocese of Arlington endeavors to provide for its students an atmosphere free from sexual harassment.

- No student is to sexually harass another member of the school community. Any student who engages in sexual harassment shall be subject to disciplinary action, up to and including expulsion.
- Sexual harassment is defined as any unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. “Unwelcome verbal or physical conduct of a sexual nature” includes, but is not limited to, “the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive, sexually graphic materials which is not necessary for school purposes.”
- Any student who believes that he or she is being sexually harassed shall immediately report such information to the supervising teacher and to the school Principal/administration. A student who is uncomfortable for any reason in reporting such alleged harassment to the teacher and/or school Principal/administration, or is not satisfied in doing so, may report the matter directly to the Superintendent of Schools. Any information reported shall, to the extent possible, be treated as confidential. All claims of sexual harassment shall be thoroughly investigated in an appropriate manner under the supervision of the Superintendent of Schools and/or another designated Chancery official.
- No student will be subject to any retaliation or disciplinary action on the part of the school for reports of sexual harassment made in good faith.
- In adherence to the *Charter for the Protection of Children and Young People*, schools will offer the “Safe Environment Program” endorsed by the Office of Catholic Schools. This program will be presented annually to students in selected grades (Policy 616.5).

#### ***4. AN IRETON STUDENT SHOWS RESPECT FOR THE LEARNING COMMUNITY BY BEING PREPARED AND PUNCTUAL FOR ALL CLASSES AND COMMITMENTS.***

A Bishop Ireton student is expected to be present for all required periods of the school day, including advisory. Students should be punctual when arriving to school and class.

##### **ARRIVAL AND DISMISSAL**

School begins at 7:55 a.m. and concludes at 3:00 p.m. Monday through Friday. Changes will be announced through the various means (web page, newsletter, radio, or announcement).

Drop-off and pick-up occurs at the school entrance in the lower parking lot on Cambridge Road. Students should NOT be dropped off in the UPPER parking lot, but parents/guardians should drive up to the circle drop off closest to the main student entrance nearest the Chapel.

The building opens fifty-five minutes prior to the beginning of the academic day (which is normally 7:00 a.m.) and will close one hour after the completion of the academic day (which is normally 4:00 p.m.). Students not under the direct supervision of a teacher, coach, or moderator should not be in the school building before 7:00am or after 4:00pm.

Bishop Ireton students are the faculty/staff responsibility during the school day. It is paramount that Ireton students understand that their compliance with all policies, rules, and regulations regarding daily attendance and attendance procedures (reporting to the attendance desk, bringing in notes when days are missed, reporting to the correct location within the school) be treated with the same amount of care and concern that Bishop Ireton faculty and staff put into their responsibility of Ireton students.

##### **SCHOOL DAY SCHEDULE**

Students should enter through the lower circle entrance by the cafeteria and chapel. The entrance by the main office is to be used only after 8:30am. All students are to be in the classroom and seated by the 7:55 am bell.

To provide for the orderly movement throughout the school, a four-minute passing period is provided. A bell is rung to signal the end of one period, and again at the beginning of the next period, four minutes later. Once the pass period is concluded, no student is permitted in the halls or stairways without a corridor pass, which may be obtained from a Teacher or a Proctor.

# ATTENDANCE

## DIOCESAN POLICY FOR ATTENDANCE REQUIREMENTS

In order to achieve the goals and objectives of the curriculum, regular attendance by all students is mandatory.

The school is normally in session 180 days per academic year.

- Once a student is enrolled in the school, the Principal/Administration and teachers insist on regular attendance. Neither the Diocese, the Office of Catholic Schools, the school nor any of its employees are, however, responsible for ensuring actual attendance. This is the responsibility of the student's parent(s)/guardian(s).
- The school adheres to the following attendance guidelines to determine when academic credit may not be given:

## BISHOP IRETON HIGH SCHOOL ATTENDANCE GUIDELINES

Good attendance contributes directly to academic achievement and is required of all students at Bishop Ireton High School. Students are therefore expected to attend class each day and to arrive on time for each class period. Attendance is part of a student's permanent record, and when days are missed this should be kept in mind by the parent(s)/guardian(s). Every effort should be taken to have students in school each day. Medical and dental appointments should be made when instructional time is not missed to ensure students receive the most instructional time possible.

A student who is absent for any reason must present a valid note from the Parent or Guardian to the Attendance Coordinator on the day he/she returns to school if he/she has not submitted a note in advance and received approval for his/her absence.

**Parent(s)/Guardian(s) will be called if the Attendance Coordinator has not been notified of a student's absence and/or late arrival.**

All student absences are either "Excused" or "Unexcused." The specific reason for each absence will determine if the absence is "Excused" or "Unexcused" and will be recorded for school records and documentation.

- Students who accumulate **five or more absences a quarter** may be issued a detention and a warning letter will be sent home.
- Students who accumulate **ten or more absences a quarter** may be assigned disciplinary action (Level 2-4) and a student-parent conference will be scheduled with the Dean of Students/Assistant Dean of Students, and the School Counselor.

- Students who accumulate **fifteen or more absences a quarter** will be required to attend a mandatory student-parent conference with the Assistant Principal for Academics and the Dean of Students/Assistant Dean of Students, and/or the School Counselor. Disciplinary action may be assigned accordingly.

For all extended absences (3 days or more), parents should have their student(s) submit the “Extended Absence Request” form. This form can be found on the school’s homepage. The Attendance Coordinator and/or the Dean & Assistant Dean of Students can provide the form if necessary. It is the parent’s responsibility to contact the Office of Counseling Services to request assistance in obtaining assignments. Students should be aware of teachers’ websites/portal for assignments. Also, the Office of Counseling Services will notify teachers and may collect assignments for pick up and may accept completed assignments on a weekly basis if there is parental involvement and communication. Faculty/staff will work with students and their family, **however it is the responsibility of the student/family to contact the necessary faculty/staff members at Bishop Ireton for make-up assignments.**

#### **EXCUSED ABSENCES:**

*Only the Principal (or designee) can classify an absence “excused.” In general, that classification will only be applied to absences with advance, written notice from the parent, or similarly documented emergency situations. Examples of typically excused absences include:*

- Illness
- Family emergency
- Medical or dental appointment/treatment
- Suspensions (unless noted otherwise)
- Participation in School-sponsored trips and activities/athletics
- Excused transportation-related problems
- College visits: Seniors are permitted up to two days for college visits. Visits must be approved with documentation to the Attendance Office.
- Other reasons accepted by the Principal or designee

#### **UNEXCUSED ABSENCES:**

Include all absences not classified (above) as “Excused Absences,” e.g.:

- Vacations
- Non-school sports or activities
- Truancy
- Senior “Skip Day” (Bishop Ireton High School does not condone or support “senior skip day” and any students that participate may be listed as truant).

## ABSENCE/TARDINESS/LEAVING SCHOOL

In order to ensure continuous progress in school, regular attendance and habits of punctuality are essential. The school defines proper procedures as:

- A. A written excuse, explaining the reason for absence and signed by the parent, must be presented upon a student's return to school.
- B. Students in grades nine through twelve who miss ten or more class periods in any one semester-long class or miss 20 days for a year-long class may fail that class for the year. Certification of an absence by a physician is an exception to the limit. However, satisfactory completion of required work is expected. The administration or the class teacher will normally review the matter with parents before a decision is made by the administration. Persistent absences may also result in the student being subject to appropriate disciplinary action.
- C. Except in cases of emergency as determined by the Principal/administration and/or a faculty member (as applicable or necessary), a student may only (a) be released from school with the prior written authorization of the student's parent/guardian, or (b) leave the school grounds with the prior authorization from the principal/administration.

## TARDINESS

The tardy student will normally be subject to appropriate disciplinary action by the school administration or by the class teacher.

A student who is tardy at the beginning of the school day, as determined by local policy, should report to the attendance office. A student who arrives late with an excused reason (i.e. doctor's note) is counted tardy. The student who is tardy due to unexcused reasons may be subject to appropriate disciplinary action. Frequent cases of tardiness should be brought to the attention of the principal so that the parent may be contacted.

### **BISHOP IRETON TARDY TABLE - 1<sup>ST</sup> PERIOD/BEGINNING OF THE SCHOOL DAY ONLY**

At Bishop Ireton, a student who is tardy to school (not in his/her seat at 7:55am) must report directly to the Tardy Table (located outside the entrance of the cafeteria next to bookstore).

- A student is allowed up to three tardies per quarter- on the 4th tardy a student will receive a detention and be counted as one unexcused absence.
- If a student reaches **8 tardies** in a quarter, he/she will receive two after school detentions.
- If a student reaches **12 tardies** in a quarter, he/she will receive a Saturday detention. **Each subsequent tardy in the same quarter could result in a Saturday detention.**

- If a student reaches **16 tardies** in a quarter, he/she will be placed on Level III/DAS and will be required to attend a meeting with parents and the Dean of Students/Assistant Dean of Students to discuss the attendance problem and work towards a plan to improve timeliness.

#### Tardy Table Information Regarding Notes

During first period, the tardy table operates daily between 7:55am-8:25am. We do not accept notes at the tardy table, for any reason (i.e. traffic, medical, etc.) during the operating time of the tardy table.

If a student arrives after **8:25 am** he/she should report to the attendance office (front office) with a note or will be required to have a note the next school day indicating why he/she was over thirty minutes late to school.

*Students who arrive to school after 8:25 am will be marked absent from first period.*

#### **LATE TO CLASS**

Students are expected to attend all classes, advisory, study halls, and lunch on time. A student not in his/her seat at the sound of the bell or who arrives late for any class or appointment shall be marked tardy for the period. It is the student's responsibility to obtain a written late pass from the teachers who have detained them. Those in violation will be dealt with in the following manner:

- Each teacher has his/her own policies regarding students arriving late (tardy) to class.
- Four incidents of tardiness may be counted as one unexcused absence.
- Four or more "unexcused" absences in any quarter or students who accumulate five or more "excused" absences in any quarter may receive a grade of "NC" (No Credit) for that quarter.

At the discretion of the Principal or designee, the student may be required to arrange for homebound instruction or tutoring to compensate for lost instruction in order to receive course credit. In addition, habitual tardiness may lead to the necessity of parent conference with the Principal and/or the Dean of Students and School Counselor.

#### **ATTENDANCE/REPORTING PROCEDURES**

##### **ABSENCE**

Please call the attendance line at 703-212-5192 regarding any student absences from school in the morning before 7:55am, to include absences for part or the entire school day. Parents/guardians are required to write a note or present a doctor's certificate as to the reason for their student's absence. Phone calls are appreciated; however, phone calls and e-mails are not substitutes for parental notes or doctor's certificates. Parental notes or doctor's certificates are due on the day the student returns to school. Notes or certificates are to be submitted to the Attendance Office and are to contain the following information: date of note, student's name, date of

absence, *reason for absence*, and parent's/guardian's signature. Only signatures of those on file on the Emergency Care form are acceptable.

Bishop Ireton High School does not accept a student signing in lieu of or with permission of a parent or guardian.

Student signing their parents name and/or name on absentee note are considered as forgery and could subject the student to appropriate disciplinary action. If the note or certificate is not presented to the Attendance Office on the day of return, a student may be scheduled to serve detention every day until a note is delivered to the Attendance Coordinator. If a student brings a note before the absence and it is approved, no note is required upon his or her return.

#### **ABSENCES FOR OTHER REASONS**

When parents wish to take their student out of school for several days for personal and/or medical reasons, the parents should discuss the student's progress with the teacher. However, the school is under no obligation to provide a tutor, make-up work or special testing schedules for such a period of absence. The administration has the sole discretion to determine the conditions and terms governing such absences. The "Extended Absence Request" form should be submitted in advance to provide the administration and teachers prior notice.

#### **MEDICAL EXCUSES**

A doctor's certificate or a note must be presented to the Attendance Coordinator as to the reason for the student's absence. Medical certificates do not relieve a student of the attendance requirements in class that are necessary for academic credit, they only verify absences. If a student misses more than three days of instructional time, a doctor's note is required upon the student's return.

When a student is requesting a waiver from participating in Physical Education classes, parents are required to submit a written statement from their child's physician that states any activity restrictions with regard to participation in Physical Education classes. The statement is expected to include a specific time frame for the activity restrictions.

### **All concussions should be reported directly to the Nurse, Athletic Trainer, or School Counselor.**

The nurse, athletic trainer, and school counselor will work with the student to establish a re-entry plan in conjunction with the Principal and/or Assistant Principal for Academics. Appropriate information regarding the student's academics will be shared with the student's classroom teachers as needed.

**Medical documentation of the concussion is required.** It is the parent/guardians responsibility to provide the nurse or athletic trainer with updated doctor's orders/accommodations in a timely fashion when it affects academic and/or physical education restrictions.

## **ANTICIPATED ABSENCE**

When parents wish to take their student out of school for several days for personal and or medical reasons, the matter should be referred to the Principal, as well as the parents should discuss the student's progress with the teacher. The school is under no obligation to provide a tutor, make-up work, or special testing during such absence. In addition, parents should not write notes for students who wish to remain at home to avoid tests, extend deadlines on notebooks, themes or term papers, and provide extra study time for tests or to avoid school wide assemblies (i.e. liturgies). Please remember students should only miss school for illness or pressing family emergencies. These excused absences do not relieve students from the class attendance requirements necessary for academic credit. If the anticipated absence is due to a medical reason/procedure, medical documentation is needed.

The Principal has the discretion to determine the conditions and terms governing such absences.

## **RELEASE OF STUDENTS**

Except in cases of emergency, a student may only be released from school with prior written authorization from the student's parent/guardian.

## **LEAVING SCHOOL DURING THE SCHOOL DAY**

- Off campus appointments/doctor appointments/family events
- Students referred home due to illness (by the School Nurse only)
- Student-athlete departures

## **OFF CAMPUS APPOINTMENTS/DOCTOR APPOINTMENTS/FAMILY EVENTS**

Students are required to bring to the office prior to 10:00 a.m. a note from their parents requesting "Off Campus" permission for professional appointments. If a student submits a note or request to leave campus after this time, parent/guardians may be contacted to verify the early dismissal note.

## **PHONE CALLS OR E-MAILS ARE **NOT** ACCEPTED IN LIEU OF A NOTE.**

Students without a handwritten parental note will be denied the request to leave the building. Medical appointments made during the school day should be the only exception, to this rule.

## **STUDENTS REFERRED HOME DUE TO ILLNESS**

If a student is ill and should be removed from the school, a parent/guardian or others specified on the Emergency Care form must be consulted by the School Nurse or designated Administrator with permission to release the student obtained and/or to come pick up the student from school. The student must be logged in and out of the clinic and then directed to the attendance office in order to check out the student. Students must not leave the school because of illness without checking in and out of the Clinic and the Attendance office.

If a student believes they are too sick to continue with their school day, they should request a pass and go to the clinic. The nurse will evaluate the student and make the phone call to parent(s)/guardian(s) for the student to be picked up or allowed to drive home. **Students are not allowed to use their cell phone to bypass this system.** Parents will be required to enter the school building to sign out his/her student from school if procedure is not followed.

#### **STUDENT-ATHLETE DEPARTURES**

When a Bishop Ireton athletic team schedule requires early dismissal, the student-athlete is responsible for the following:

- Time of dismissal is given by the Athletic Director or Assistant Athletic Director **ONLY**.
- Informing the teacher of the need to leave early and being honest about the dismissal time.
- Make necessary arrangements for homework, tests, or quizzes (to be made up).
- Leave class quietly and walk through the school with no disruption.
- Ensure that all necessary books, materials, etc., for homework are removed from his/her locker during lunch hour to preclude having to go into his/her lockers during class periods.

Coaches will ensure student-athletes are aware of their responsibilities in regards to early dismissal as determined by the Athletic Department. Students must physically sign out on the team sign out sheet which is located in the athletic wing.

- » Students are required to attend school through 4th period or be present at school for 4 full class periods prior to dismissal to be eligible to participate in practice and/or a game for that afternoon/evening. If a student is not in school four full class periods, he/she will not be allowed to participate in their sporting activity for that day.
- » A student will not be permitted to participate or attend any extracurricular activity (including practices) on any day he/she leaves school due to illness.

### ***5. AN IRETON STUDENT USES ALL TECHNOLOGIES APPROPRIATELY AND IN ACCORDANCE WITH SCHOOL ACCEPTABLE USE POLICIES.***

A Bishop Ireton student is expected to comply with the school's cell phone/electronic device policy and consent to the school's responsible internet use, both in using the school's technology and what is posted on social media sites (i.e. SnapChat, Twitter, and Instagram). This expectation does NOT end at the edge of our campus and off campus violations will be subject to the same consequences as those on school grounds

## **CELL PHONES/ELECTRONIC DEVICES**

Students are not permitted to use cellphones, tablets and other electronic devices during the school day: 7:55am until 3:00pm; with the exception of classroom use, supervised by the teacher, on a class-by-class basis as approved by the teacher.

- Within the classroom teachers can choose and approve the use of technology devices they want their students to use for a particular lesson. (i.e., laptops, tablets, smart phones, smart watches, smartglasses, e-Readers, and any other electronic devices that connect to the internet, either Wi-Fi or data).
- If a student chooses not to bring their phone to school a device will be provided (i.e., tablet, laptop).
- Teachers have the right to ask students to turn on/off the Wi-Fi on their devices.
- Teachers have the right of prior approval of any recording during the class.
- Teachers have the right to impose restrictions on student devices, including asking students to put their devices in a storage area provided.

Personal electronic devices are NOT permitted for use anywhere outside the classroom during school hours without adult permission.

Areas outside of the classroom during school hours include but not limited to:

- Study hall periods for upper and lowerclassmen.
- Lunch periods (A, B, C), which includes going to lunch and returning from lunch
- In the bathroom, or in the hallways during passing periods

The teacher has the authority to approve or disapprove of any devices being used in the classroom. If permission is not given by the classroom teacher, appropriate consequences will be implemented.

### **FIRST OFFENSE:**

Student will earn one detention and the phone/electronic device is confiscated and turned into the Dean of Students, Assistant Dean, or Attendance Coordinator. The phone may be retrieved upon the completion of the school day and it should be noted this is neither the teacher's nor the administrator's first priority to return the device at the end of the school day.

### **SECOND OFFENSE:**

Student will earn two detentions and the phone/electronic device is confiscated and turned into the Dean of Students, Assistant Dean, or Attendance Coordinator. The phone/device must be picked up by a parent/guardian upon the phone/device being confiscated.

### **THIRD OFFENSE:**

Student will earn a Saturday detention, which will be scheduled by the Office of the Dean of Students. The phone/electronic device will be confiscated and turned into the Dean of Students, Assistant Dean, or Attendance Coordinator. The phone/device must be picked up by a parent/guardian upon the phone/device being confiscated.

### **FOURTH OFFENSE:**

Student is assigned to Disciplinary Alert Status (DAS) /Level III and is assigned a Saturday detention. This repeated pattern by the student illustrates a disregard for the school rule and may require a meeting with the Dean or Assistant Dean of students and parents to discuss the seriousness of upholding the expectations to follow all school rules and policies. **The phone/electronic device can be picked up from the Dean or Assistant Dean or a designee once the Saturday detention is served.**

### **FIFTH OFFENSE:**

Student is placed on Disciplinary Probation/Level IV and is assigned a Saturday detention. Student, parents/guardians, and the Dean of Students may be required to have a meeting with the Dean of Students. A recommendation to the Principal will be made on the outcome of the meeting (if needed). **The phone/electronic device can be picked up from the Dean or Assistant Dean or a designee once the Saturday detention is served and community hours are complete.**

## ***TECHNOLOGY- ACCEPTABLE USE***

Proper use of technology, especially the Internet, is an important consideration. There is no expectation or right to privacy or right to freedom of speech when using the school's computer resources, which are the school's property. The computer and the Internet must be in support of education and research and be consistent with the educational objectives of the Diocese of Arlington Office of Catholic Schools. Using school facilities for Internet and e-mail is a privilege, not a right. Inappropriate use which includes but is not limited to unauthorized transmittal or improper use of copyrighted materials or materials protected as trade secrets; transmission of threatening or obscene materials; vandalism of computer files; and violation of computer security as determined by the school administration can result in a cancellation of those privileges and also subject the student to other disciplinary action.

Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication.

Users must adhere to local school policy that may further define uses of mobile devices. Access will be determined by the administration of the school. If a particular mobile device is to be used for an educational purpose, the school administration and/or teacher will provide parameters for this use.

Additional responsibilities for use of school facilities for the Internet and e-mail are:

- a. When using networks or computing resources of other organizations, students must observe the rules of that organization regarding such use.
- b. Users should not reveal their personal addresses or phone number(s), and shall not reveal the personal address or phone number(s) of others without their authorization/permission.
- c. Users are reminded that electronic mail (e-mail) is not guaranteed to be private. Operators of the network/system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- d. Students shall immediately notify the system administrator/school administration if they suspect that a security problem with the system and/or the Internet exists.
- e. Any attempt to log onto the Internet or the school's network/system as a systems administrator by someone other than the systems administrator may result in a loss of user privileges at the school. Any user identified as a security risk by the school administration/systems administrator due to a history of actual or suspected unauthorized access to other computer(s), network(s) or system(s) may be denied access to the school's computers, networks and/or systems.
- f. Users shall abide by generally accepted rules of network etiquette, which include but are not limited to:
  - i. Messages to others shall be polite and shall not be abusive.
  - ii. Messages shall use appropriate language and shall not use obscenities, vulgarities or other inappropriate language.
  - iii. Use of the network shall not disrupt use of the network by others.

The Diocese/schools make no warranty of any kind, whether express or implied, for Internet service. The Diocese/school will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Examples of Unacceptable Uses – Users are not permitted to:

- Use technology in sexting or cyber bullying: to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive profane, or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude, or threatening language. Users must not

knowingly or recklessly post false information about persons, students, staff, or any other organization.

- Use a photograph, image, video, or likeness of any student or employee without express permission of the individual, individual's parent, and the Principal.
- Create any site, post any photo, image, or video of another except with express permission of that individual, individual's parent, and the Principal.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.
- Violate license agreements, copy disks, CD-ROMs or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or school employees.
- Harm the good will and reputation of the school or school employees.
- Transmit any material in violation of any local, state, or federal law. This included, but is not limited to: copyrighted material, licensed material, and threatening or obscene material.

Users must immediately report damage or change to the school's hardware and/or software.

The school has the right to monitor student use of school computer, computer accessed content, and social media. Social media refers to activities that integrate technology, telecommunications, and social interaction through the use of words, images video, or audio tools. Examples include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image – video-sharing sites, live webcasting, and real-time communities. Because this is a constantly evolving area, this policy applies to all new social media platforms whether or not they are specifically mentioned in this policy.

Violation of the above policy will be dealt with by the administration of the school. Violation of this policy may result in any or all of the following:

- a. Loss of use of the school network, computers, and software including Internet access.
- b. Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well-being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, comments/pictures, postings on social networking sites, blogs, wikis, gaming chats, digital transmissions, and all other technology related activity.

## **BISHOP IRETON RESPONSIBLE USE POLICY REGARDING TECHNOLOGY**

Bishop Ireton High School has a core curricular goal of a commitment to developing 21st century skills. As a result of this goal, students are required to utilize several approved technologies both at home and in school. As a Catholic Salesian Community of Learning we are committed to fostering a spirit of ethical and responsible use of Technology. Our expectation is that everyone in our community will adhere to following policy and ensure the creation of a safe and productive learning and teaching environment.

These guidelines are designed to apply to any technology resource whether provided by the family or by Bishop Ireton for use at school. While on campus technology resources are to be used strictly for educational purposes. The following agreement outlines general expectations for behavior both appropriate and inappropriate uses of technology. The school requires that students follow the general expectations for student behavior outlined in the student handbook when using technology. Any person or persons found in violation of this policy will be assessed consequences such as: detentions, suspension, expulsion and /or legal action. Bishop Ireton will cooperate with law enforcement if the activities are prohibited by law or related to any potentially illegal activity conducted on our network and on the Bishop Ireton campus. In addition to on campus infractions, the school reserves the right to investigate and apply disciplinary consequences for technology related activities off campus if the activity threatens the safety, well-being, or reputation of our community and its members. As technologies and technology uses continue to evolve a single policy cannot hope to be all inclusive but the following rules hope to make clear the School's stance on responsible use, and disciplinary action related to actions not stated here is at the discretion of the faculty and administration.

### **BISHOP IRETON TECHNOLOGY POLICY:**

- I understand that while online I represent the Bishop Ireton community in the digital world. This includes all online communication through, email, social networking, gaming chatting, blogging and instant messaging. I will be polite and respectful in my online communication.
- I understand that frivolous or improper use of network resources is prohibited. Videos, music, and social networking sites are not appropriate for school use unless authorized or required by a teacher as part of instruction. Playing games during the school day and accessing inappropriate data and/or pornographic data is not allowed. If I am in doubt about the definition of inappropriate or pornographic material, I will talk to a network administrator or faculty member. This applies to the entire school day and all school activities open lab times before and after school.
- I will use my Bishop Ireton email (Gmail) account for school related activities only.

- I will not make audio or video recordings of a member of the BI community without his/her expressed permission. I will not alter audio, video or still images in a way that is unflattering or derogatory toward anyone.
- I will not deliberately damage network resources to impact the effective operation of computers, printers or ancillary resources. I know I am liable for any damages I may cause.
- I will do nothing to impair the school's computer network or to bypass network restrictions or security. I accept the obligation to alert the leaders of the school to any violation of the provisions of the School Code of Conduct or to the existence of any threats to the dignity of the community's members or to the integrity of the community's resources
- I will make every effort to keep my computer free from viruses and other destructive materials. If I detect a problem I will seek help from the IT department immediately.
- I will not install or boot non-approved software on to any school computers.
- I will not use any unauthorized device (such as laptops, cell phones, iPads , tablets, etc. ) on the School's network unless directed by a teacher, technology department or administration.
- I will not share any of my user names or passwords with anyone nor use anyone else's user name or passwords.
- I will neither impersonate anyone online nor misrepresent myself in a way that could threaten, endanger or embarrass the Ireton community or its members.
- I will respect the privacy of others in the Bishop Ireton community and the digital community at large and not share, post on, access or otherwise interfere with others data without authorization.
- I understand that Bishop Ireton has the right to inspect any and all data that exists on the Bishop Ireton network or any school device without my prior consent.
- I will not conduct in behavior which harasses, threatens or bullies others online.
- I will not share or post online personal identifying information about any member of the BI community without their permission.
- I will not use Bishop Ireton technology resources for commercial activities or monetary gain.
- I will respect intellectual property laws which include plagiarism of any sort. This includes using, distributing or saving any material without permission or proper citation. This may exclude "educational fair use" as defined by a teacher.
- I will not store, transfer or use software or settings designed for hacking, eavesdropping, network administration/monitoring or network security circumvention.
- I will not negatively "mention," "indicate," or "tag" Bishop Ireton High School ("Ireton" or "BI") in any type of social media (SnapChat, Twitter, Instagram, etc.)

## **“SMARTWATCHES” & “SMARTGLASSES”**

As technology continually advances, so do the devices that students can obtain. All classroom technology use must be approved by the classroom teacher. New electronic devices, such as “smartwatches” and “smartglasses” should not be used in the classroom or during the school day without prior notification and approval from a Bishop Ireton faculty/staff member.

Bishop Ireton High School does not allow students to wear or use these watches/glasses in a testing/quizz environment. In addition to this, if a classroom teacher prefers students not wear a smartwatch or smartglasses, he/she must abide by the teacher’s decision.

Misuse of these devices will be dealt with the appropriate disciplinary consequences, whether it is academic (honor code) violation or used for another reason that goes against the Code of Conduct.

## ***6. AN IRETON STUDENT RESPECTS HIS/HER BODY AS A TEMPLE OF THE HOLY SPIRIT AND REFRAINS FROM USING OR POSSESSING ALCOHOL, TOBACCO OR ILLEGAL DRUGS AT ALL TIMES.***

Bishop Ireton students are expected to maintain a safe and drug-free environment at or near school and at all school sponsored functions/activities. Possession, use, or distribution of alcohol, drugs, tobacco (including Vape pens or E-cigs) or any other substance that may be harmful or dangerous and forbidden to include drug paraphernalia will result in the student being placed on the appropriate level of the discipline ladder which may include being expelled or being asked to leave the school community.

### **SUBSTANCE ABUSE**

The school makes every effort to make students aware of the dangers and consequences of the unlawful use of substances.

- It is unlawful for any person to manufacture, sell or distribute or possess with intent to sell, give or distribute any controlled substance, imitation controlled substance (i.e. electronic cigarettes, i.e. “e-cigarettes,” vapor/ “vape pens,” or any facsimile thereof) or marijuana while upon the property of the school; on any school bus; upon any public property or any property open to the public use within 1000 feet of the school (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity). If a student knows or suspects that any of the foregoing activities are occurring, he/she must immediately report the matter to the school administration/faculty so the appropriate law enforcement agency may be contacted.

- If a student is suspected or is discovered to have (a) violated the foregoing policy with respect to any controlled substance, imitation controlled substance, or marijuana, or (b) used, possessed or distributed alcohol or tobacco while upon the property of the School; on any school bus; upon public property or any property open to the public use within 1000 feet of the school (or any school bus stop when students are waiting to be picked up and transported to or are being dropped off from school or a school-sponsored activity), the student will be subject to disciplinary action, up to and including expulsion. In the event school officials believe that a student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for drug testing within 24 hours and that the results of the testing be shared with the appropriate school officials. If, however, a violation of the law has occurred, the proper law enforcement agency will be contacted.
- A student shall not possess or use drug paraphernalia, including, but not limited to, water pipes, cigarette paper rolling machines and miniature scales on the property of the school, on any school bus, and/or any school-sponsored activity, whether discovered in an authorized search of his or her private property or on school property. Any student who violates this provision will be subject to disciplinary action up to and including expulsion.

#### **UNDER THE INFLUENCE WHILE ON CAMPUS**

If a student is believed to be under the influence of alcohol, marijuana, or another substance, he/she may be required to undergo a sobriety test immediately and/or a drug test within 24 hours. In addition the student's parents will be notified and may be required to come and take the student home and/or to a medical professional. After a decision is made regarding the situation, appropriate counseling and disciplinary action may be taken to ensure the welfare of the student and the student body.

#### **ALCOHOL/DRUG TESTING**

If a student is believed to be under the influence of a drug(s) or alcohol, Bishop Ireton High School may require the student to report to an alcohol/drug testing facility for testing. The cost of this testing may be initially paid for by the school, but parent(s)/guardian(s) of the student are required to pay the testing fee. Results of the test are shared with the Assistant Principal for Student Life and/or the Dean of Students. Upon receiving the results, appropriate steps will be taken to make sure the student is helped accordingly. Disciplinary action will be taken when appropriate.

#### **DRESS CODE**

The school's dress code provides a standard for our students that fosters an environment conducive to learning and respectful behavior. The school uniform

is a point of pride and must always be worn in a modest and appropriate manner. In addition, a Bishop Ireton student is expected to follow through with the appropriate grooming guidelines and mind the “out of uniform dress out day” guidelines or the student will receive appropriate disciplinary action.

The Administration is ultimately responsible for the environment of the school; therefore, parents and students must understand that the Administration reserves the right to make judgments about inappropriate dress, behavior, tattoos, etc., in order to maintain this environment. A Bishop Ireton student is expected to follow the dress code and appearance guidelines set forth by the school and understand that the school’s decision on what is and isn’t appropriate is final.

**FALL/SPRING UNIFORM:**

For boys:

- Flynn & O’Hara uniform pant or shorts, with belt.
- White uniform polo shirt.
- Navy, black or dark brown dress shoes or low-top (below the ankle) athletic shoes (“work” boots (hard toe boots) are not acceptable at any time).
- Socks (black or white) must be worn; dress socks must be worn with pants, white/black athletic socks may be worn with uniform shorts.
- Only a plain white t-shirt (crew-neck or V-neck) may be worn underneath.
- Shirt must be neatly tucked in so belt is showing at all times.

For girls:

- Flynn & O’Hara uniform pant, skort\*, or shorts.
- White uniform polo shirt.
- Navy, black or dark brown dress shoes or low-top (below the ankle) athletic shoes
- Socks, tights or pantyhose must be worn and be of a solid color - white, black, navy or maroon only- with no writing (*eccentric or lace tights/ pantyhose are unacceptable*)
- Only a plain white t-shirt (crew-neck or V-neck) may be worn underneath
- Shirt must be neatly tucked in at all times.

\* All uniform skorts/shorts should be no more than 2 inches above the knee.

Unapproved alterations are forbidden and undergarments should never be visible.

**WINTER UNIFORM:**

For boys:

- Flynn & O’Hara uniform pants, with belt.
- White or blue button down, long-sleeved oxford shirt
- Uniform tie (from Flynn & O’Hara)
- Uniform sweater vest or uniform sweater (navy for 11th and 12th & maroon for 9th and 10th graders)

- Navy, black or dark brown dress shoes.
- Socks must be worn.
- Only a plain white t-shirt (crew-neck or V-neck) may be worn underneath
- Shirt must be neatly tucked in so belt is showing at all times.

For girls:

- Flynn & O'Hara uniform pant or skort.
- White or blue button down, long-sleeved oxford shirt
- Uniform sweater vest or uniform sweater (navy for 11th and 12th & maroon for 9th and 10th graders)
- Navy, black or dark brown dress shoes
- Socks, tights or pantyhose must be worn and be of a solid color - white, black, navy or maroon only- with no writing (*eccentric or lace tights/ pantyhose are unacceptable*)
- Only a plain white t-shirt (crew-neck or V-neck) may be worn underneath
- Shirt must be neatly tucked in at all times.

\* All uniform skorts/shorts should be no more than 2 inches above the knee.  
Unapproved alterations are forbidden and undergarments should never be visible.

Other uniform reminders...

- Students are permitted to wear the Bishop Ireton approved black fleece jacket that is sold in the school bookstore. Non-approved jackets, hoodies, or any other garments worn over the school uniform will be confiscated and returned to the student at the end of the school year.
- Students are not permitted to wear black fleece or non-uniform jackets around their waist.
- Repeated violations of this guideline may result in disciplinary action. Students must also wear their uniform polo or sweater/sweater vest under the fleece jacket.
- Girls will be required to wear tights if their skort is not the appropriate length and it will take more than one week to purchase a skort that is the correct length. Cost of the tights will be to the student/family.

## GROOMING/JEWELRY

### Boys Grooming –

- Boy's hair must be clean and neatly trimmed and should not extend below the top eyebrow on the forehead or of the collar (in the back and sides); sideburns should not extend below the earlobe.
- Hairstyles judged eccentric and inappropriate by the Administration will be forbidden.
- Boys must be neatly shaven; moustaches and beards are not permitted.
  - o Medical notes from a dermatologist requiring the need to lightly shave or let facial hair grow must be submitted to the Dean of Students.

- o The note will be verified and parents may be required to come in and meet with the Dean of Students. A new medical note must be submitted at the start of each semester and will be filed in the Dean of Student's office.

Notes from Urgent Care or a "Minute Clinic" will not suffice unless approved by the school Nurse or Administration.

#### Boys' Jewelry-

- May consist of a watch, a ring and a necklace. This necklace must extend in enough length that it will be worn under the uniform shirt.
- Earrings, caps and bandannas are not to be worn in the school building at any time (this includes all lunch periods and school sponsored activities). These items will be confiscated and not be returned.
- Inappropriate and eccentric necklaces, chokers, and wristbands are not allowed.

#### Girls Grooming –

- Girls may wear cosmetics which are lightly applied and in good taste.
- Hair must be clean and neatly styled, without unnatural highlights or colors.
- Hairstyles and jewelry judged eccentric by the Administration will be forbidden.

#### Girls Jewelry –

- Girls piercing may consist of the ears only. Any other area is not permitted.
- Eccentric earring piercing and excessive jewelry is not allowed.
- Inappropriate and eccentric necklaces, chokers, and wristbands are not allowed.

School Administration is ultimately responsible for the environment of the school; therefore, parents and students must understand that the Administration reserves the right to make decisions about inappropriate & eccentric dress, behavior, tattoos, etc., in order to maintain this environment. Inappropriate and eccentric hairstyles and colors are not acceptable. With the exception of girl's earrings, no body pierced jewelry is allowed to include the tongue.

**No allowance will be made for new pierced jewelry regardless of what is pierced or when it is pierced. The decision by the Principal is final.**

#### **OUT OF UNIFORM DRESS OUT DAYS**

- All pants including jeans will have no frayed areas, no holes, no un-hemmed edges, and no worn/ragged areas. Jeans and pants must be clean. No sweatpants.
- Oversized slacks and jeans are not acceptable Oversized means any size

one larger than one's measured (Flynn & O'Hara size)/

- Walking shorts, jean shorts and jean skirts may be worn. All shorts and skirts should fit at 2 inches above the knee. "Cutoffs" of any kind are not allowed, including "athletic" "short shorts." Shorts must be worn at an appropriate length.
- Yoga pants and form fitting pants are NOT appropriate (walking pants, workout pants, leggings, etc.).
- Displaying inappropriate word or pictures or that are derogatory to any ethnic group, religion, sex or handicap condition, or are intended to cause disruption of any school class or activity are forbidden. Students will be asked to remove these items immediately or will be sent home.
- Students can wear turtlenecks, collared, V-neck, scoop neck and round neck long or short-sleeve shirts or sweaters. No halter-tops, tube tops, strapless shirts, low cut tops or shirts where the stomach is exposed are allowed.
- T-Shirts/Sweatshirts with messages of violence, drugs, and alcohol are not allowed.
- Flip flops or backless shoes are not allowed.
- Necklaces, nose-rings, pajamas, caps, hats, lace tights, ripped, torn or suggestive type clothing may not be worn.
- Gentlemen are NOT allowed to wear earrings at any time.

## ***7. AN IRETON STUDENT TAKES PRIDE IN ALL AREAS OF THE SCHOOL'S APPEARANCE, FOLLOWS ALL POLICIES AND GUIDELINES REGARDING USE, SAFETY AND SECURITY OF SCHOOL PROPERTY.***

Safety for all students, faculty, and staff is a primary goal at Bishop Ireton. Students must do their part in maintaining a safe environment. A Bishop Ireton student may not bring to school nor possess at school any real or toy knives, guns, weapons nor any facsimile thereof.

### **WEAPONS**

Students are to not bring to school nor possess at school any real or toy knives, guns (or any facsimile thereof), sharp objects that may be used as a weapon, matches, lighters, sparklers, laser devices, or any facsimile thereof with the goal of keeping their community a safe place. A student shall not possess, use or threaten to use on the property of the School, on any school bus; and/or at any school sponsored activity, any weapons (including but not limited to any pistols, revolvers, rifles or other firearms, stun weapons, tasers, knives, flailing instruments (which may sometimes be known as nunchucks or fighting chains), sling shot, metal knuckles, any type of pointed metal throwing disk or dart, mace, pepper spray or other similar propellant, or any type of explosive, incendiary or poison gas, bomb, grenade or rocket) or any facsimiles thereof, or any object that can be used

with the intent of threatening or harming an individual, except when expressly authorized by a member of the school administration/faculty for authorized school purposes (such as knives for use only in food preparation activities in family life/home economics class; chemicals solely for use in instructional lessons as part of the School's academic curriculum; etc.). Any student who violates this provision will be subject to disciplinary action up to and including expulsion. If there is reason to believe a violation of law has occurred, parents as well as the proper law enforcement agency will be immediately contacted.

#### **WATER BOTTLES/ GUM CHEWING**

Students may only carry water bottles if they have a pass from the School Nurse. The pass must be carried at all times. Teachers/staff have the authority to confiscate any bottles that students do not have permission (water pass) to have or if there are reservations to the content bottle/container.

Students are NOT allowed to chew gum during the school day. Students may be issued a detention by a teacher/staff member.

#### **BUILDING USE**

On regular schedule school days, students are permitted in the building at 7:00am and may wait in the cafeteria unless he/she has a prearranged appointment with a teacher that must be verified ahead of time. All students must report to the common resource center (CRC) at 4:00pm. - Students may wait in the Resource Center after school no later than 5:00pm at which time an Alexandria Sheriff's Officer will patrol the building to make sure students are under the supervision of a teacher, coach, or moderator. If the school closes early during the school year, revised hours will be posted on the school website accordingly and announced. If the school does close early such as "T" days at 2:35pm, students are allowed in the building until 3:35pm. One hour after the final bell students not under the supervision of a teacher, coach, or moderator must report to the common resource center (CRC) if they would like to wait inside the building for another hour. Students should not remain on school property unless participating in a school-sponsored activity e.g. athletics or theater.

#### **STUDENT PERSONAL PROPERTY**

Students are solely responsible for their own personal property. The school accepts no responsibility for items left unattended in the common areas of the school (cafeteria, resource center, locker room). It is the responsibility of the student to lock in a locker or to turn in wallets, watches and other valuables to the teacher/coach at school or when participating in athletic events at home or away from school. Items of personal property or clothing not directly related to academic or athletic events sponsored by the school should not be brought to school.

## **LOST AND FOUND**

Before checking with the Dean of Students or Assistant Dean of Students to see if the item was turned in, students should check the designated Lost and Found locations. One location is in the gym wing near the vending machines. The other location is in the library. Items can often times be found in the Lost and Found bins, however students should follow up with an adult concerning any items they have lost within the school building.

## **HALLS AND STAIRWELLS/ “PASSING PERIOD”**

Students passing from one class to another must do so within the four minute “passing period.” When walking through the halls and stairwells, students should go in an orderly manner, i.e. quietly, without loitering or congregating. Students will follow the designated traffic flow patterns and NOT disrupt the pattern to purposefully delay others. Purposefully delaying other students may result in disciplinary action after meeting with the Dean of Students/Assistant Dean of Students.

## **LIBRARY-MEDIA CENTER**

The mission of the Bishop Ireton High School Library Media Center is to help students learn how to use information resources and technology effectively and ethically, to promote the skills of multiple literacies, and to prepare students to become critical thinkers and lifelong learners.

The library/media center provides Bishop Ireton students and faculty access to over 30,000 books, e-books, DVD & videos plus subscriptions to several magazines and newspapers. The library/media center also subscribes to over 30 online databases that give students and faculty access to thousands of magazine and newspaper articles, streaming video, and ebooks. All library materials are selected in support of curricular needs and the recreational reading interests of the students. The Library is well equipped with a robust selection of materials for students to use for research and all school related work. The library/media center also manages iPads and Chromebook which are available for classroom use.

### Library Policies & Procedures

- The Library is open select days before the school day and open most days after the completion of the school day.
- Students may sign out from study hall to visit the Library, and teachers may reserve the Library for their classes.
- All book bags should be left in the hall while students are in the Library.
- Food, drinks, and gum are not permitted in the Library.
- Computers should be used for research or to complete assignments.
- Students should maintain a quiet and respectful atmosphere at all times.
- Students may borrow books and videos for a period of two weeks, with the option to renew if needed.

- Students may place books on hold. When a hold comes in, it will be delivered to the student during advisory.
- Any student who receives four overdue notices will be issued a detention. Students will be responsible for the replacement cost of any lost library materials.

### **CAFETERIA**

Bishop Ireton has three lunch periods scheduled into its daily school program. Accordingly, Bishop Ireton High School expects that all of its students will conduct themselves properly during lunch periods, practice good table manners, and abide by the following rules:

- ✓ Walk when entering and exiting the cafeteria.
- ✓ Form and keep a single line at each service area.
- ✓ Be seated and remain seated at the table until dismissed by the Assistant Dean of Students or Proctor(s) in charge.
- ✓ Leave the cafeteria during lunch period only with permission of the Proctor in charge.
- ✓ Refrain from loud and boisterous talk, yelling, pushing, screaming, or asking other students to buy lunch etc.
- ✓ Students may not take food or drink out of the cafeteria, with the exception of Senior's to their lunch area.
- ✓ Cafeteria personnel are to be treated with respect.
- ✓ Throw away your own trash and leave the tables clean.
- ✓ The Assistant Dean or cafeteria proctors will assign students lunch duty (cafeteria clean-up) periodically as needed.

### **ATHLETIC/STAGE AUDITORIUM AREAS**

Because of the inherent danger of physical injury and harm that these areas may cause, no student is permitted to be in the Athletic/Stage Auditorium Areas (Fannon Field, Godley Gym, Locker Rooms, Storage Rooms, Athletic Training Room, Weight Lifting Room and Garwood Whaley Auditorium & Stage), without explicit permission and the presence of a Faculty/Staff member.

### **NURSE'S OFFICE**

If a student receives a note to see the nurse, he/she should directly report to the nurse's office without stopping along the way. If the nurse is not in the clinic, students should seek the assistance of the nearest adult. Students that misuse their passes to see the nurse will be dealt with appropriately the Dean of Students or Assistant Dean of Students.

A student believes he/she is too sick to continue with the school day, should request a pass and go to the clinic. The nurse will evaluate the student and make the phone call to parent(s)/guardian(s) for the student to be picked up or allowed to drive home. Parents will be required to come into the school to sign out their student if procedure is not followed.

Students are not allowed to use their cell phone to bypass this system, nor should students use their cell phone while in the clinic. Students will have their phones confiscated if this happens.

### **SCHOOL PROPERTY**

Students are to care for school property in a respectful manner. Drawing on desks, tables, lockers will be considered vandalism and could result in the student being placed on the fourth level of the Disciplinary Ladder (increased disciplinary action for any graphic or obscene images). Students who deface or damage school property or the property of others will make financial restitution. If library books are not returned, students will be assessed an amount equal to the value of the book or its replacement, whichever is greater, as determined by the Principal/Administration.

### **SCHOOL LOCKERS AND DESKS**

Lockers and desks are school property and are subject to searches by school authorities to protect the safety of all. A student to whom a locker or desk has been assigned has *vis-a-vis* other students exclusive use of the locker or desk but has no proprietary rights versus the school.

At the beginning of the school year every student is issued a locker and combination for his/her exclusive use. Each student is asked to keep his/her locker neat and clean at all times. Signs, posters or pictures are not permitted to be permanently posted inside lockers. Because lockers are school property, the Administration reserves the right to open them at any time for inspection and/or cleaning.

- Any problem with a locker should be brought immediately to the attention of the Assistant Dean of Students, Attendance Coordinator, or Dean of Students.
- Students should not share their locker combination with classmates at any time for any reason.
- Students may not change his/her locker without permission from the Assistant Dean of Students and/or Dean of Students.
- At no time is a student to enter a locker assigned to anyone else.
- Students may use their lockers before and after school as well as in between classes; however, stopping at one's locker is not an acceptable excuse for being tardy.
- Use of lockers during class time is forbidden; students may go to their lockers during class only if they have a teacher's explicit permission and a pass.
- Using pens/pencils to prop lockers open and unlocked is not allowed, nor is it conducive to keeping items secured. Lockers should be closed and locked at all times. Disciplinary action may be taken.

Bishop Ireton High School is not responsible for lost or stolen valuables. Leave valuables at home or take appropriate steps to secure valuables in locked lockers or with an adult.

## **ST. FRANCIS DESALES CHAPEL**

Students and parents should check with the Chaplain to find out when mass will be offered in the St. Francis DeSales Chapel. As a general rule, students should never be in the chapel unless they are under the supervision of a teacher/faculty member or the Chaplain.

## **DISCIPLINE AND ENFORCEMENT**

Students are expected to treat each other, Administration, Faculty, Staff, and the entire Bishop Ireton community with dignity and respect at all times. Students are held accountable for their actions through an escalating series of disciplinary measures. Rules and guidelines are the basis for maintaining a viable sense of community and directing students to make safe and mature decisions.

While the Office of the Dean of Students is primarily responsible for articulating and enforcing the policies stated in this handbook, every member of the Bishop Ireton community must also be responsible for adherence to these guidelines. The handbook cannot cover all circumstances, therefore the Dean of Students, in consultation with the Assistant Principal for Student Life and/or Principal, may make adjustments as deemed necessary to best serve the students, the faculty and the interests of the school. It is impossible to foresee all problems which arise, therefore this handbook empowers the faculty and administration to take disciplinary action for any behavior (within or outside of the school community) which violates the spirit, philosophy, code of conduct of the school, and the expectations to which all Bishop Ireton students are held.

## **DISCIPLINARY LADDER:**

The Office of the Dean of Students and the Assistant Principal for Student Life has established a disciplinary ladder to manage behavioral issues. In each step along the disciplinary ladder, care and improvement of the student is the definitive goal, with the safety and integrity of the institution as the overall goal. The process of disciplinary action is outlined below.

There are five levels on the disciplinary ladder. Student's behavior and/or decision may escalate the level of disciplinary action that is administered.

### **I. VERBAL WARNING:**

Students are verbally warned and counseled by a member of the Bishop Ireton community as to the nature of the particular infraction and warned of potential consequences should similar behavior continue. The Dean of Students/Assistant Dean of Students is notified of a warning or reason for verbal warning by the teacher. Students may receive up to two verbal warnings before a detention is issued.

## II. DETENTION:

Faculty and staff may issue a detention when a student does not meet the expectations which all Bishop Ireton students are expected to adhere to and follow in our Salesian community.

- If a detention is issued, students are NOT allowed to contest the detention or reason why it was written (arguing with the teacher, speaking with the Dean or Assistant Dean, etc.).
- Once a detention is written the student must serve the detention within **3 days of receiving it** (detention is held Monday-Thursday). Example: If a detention is received on a Thursday, it would need to be served no later than Tuesday of the following week.
- Detention is usually held in room 303 and will begin at 3:15pm and last up to 45 minutes. On “T” days detention will begin at 2:50pm and last up to 45 minutes as well. Detention is not held on half days or Fridays unless an announcement is made.
- **Extracurricular activities (clubs, drama, and athletics) do not take precedent over students holding themselves accountable to serve their detention. If a student misses serving his/her detention in the appropriate amount of time due to an extracurricular, appropriate increased disciplinary action will be taken.**
- If a student receives five detentions for any reason, he/she may be assigned to a further rung of the disciplinary ladder or a behavior contract. This decision would be made by the Dean of Students and/or the Assistant Principal for Student Life. This also applies incrementally for every five detentions a student earns during the school year.
- Students may be assigned to volunteer to earn service hours at an approved location. The amount of time required will be determined by the Dean of Students, Assistant Principal for Student Life, and/or the Principal. The Dean of Students and/or Assistant Principal for Student Life may help a student find a location for these hours.
- If offense or action is deemed appropriate, a student may be issued a Saturday detention in lieu of an after school detention. Saturday detentions are scheduled by the Dean of Students and not at the convenience of the student’s extra-curricular schedule. Saturday Detention will last three hours beginning at 8:00 am and ending at 11:00 am.

*\*Each Saturday detention requires the student pay \$25 to the school. Saturday detention is scheduled by the Dean of Students Office only.*

## III. DISCIPLINARY ALERT STATUS (DAS):

The Office of the Dean of Students will place a student on DAS if the offense or action goes against the expectations for behavior in our Salesian community

of learning.

- DAS may last for a minimum of 10 school days from the date of infraction, but can be shortened or lengthened at the discretion of the Dean of Students or Principal.
- In-School Suspension (ISS) or Out of School Suspension (OSS) days(s) may be assigned if warranted. Each matter will be addressed specifically on a case by case basis. The Dean of Students will work with the student, parents/guardians, and teachers on administering ISS or OSS.
- The Dean of Students, Assistant Principal for Student Life and/or Principal have the right to prohibit students from participating in extra-curricular activities (dances, clubs, drama, athletics) for the above stated period of time.
- Students may be assigned to volunteer at an approved location. The amount of time required will be determined by the Dean of Students, Assistant principal for Student Life, and/or the Principal. The Dean of Students and/or Assistant Principal for Student Life may assist in providing a location.
- The student may be assigned a Saturday Detention that will last three hours beginning at 8:00 am and ending at 11:00 am. Students may be given the opportunity to perform physical work for the school to atone for their mistake, however if the student is not doing physical work for the school, he/she will sit in silence for the Saturday detention.

*\*Each Saturday detention requires the student pay \$25 to the school. Saturday detention is scheduled by the Dean of Students only.*

- Parents/guardians may be required to meet with the Dean of Students, Assistant Principal for Student Life and/or School Counselor.
- Regularly scheduled meetings with the student's School Counselor and Dean of Students may be mandated as a provision of DAS.
- The Office of the Dean of Students reserves the right to add additional stipulations to the to the Disciplinary Alert Status in addition to the Saturday detention and probation from extra-curricular activities, the student must agree to fulfill and complete the assigned requirements in a period of time as set by the Dean of Students.

#### **IV. DISCIPLINARY PROBATION:**

A student placed on Disciplinary Probation has committed an offense or action that has violated the expectations for behavior at Bishop Ireton. As a result, the student will be placed on a discipline contract for not less than 8 weeks and not more than one year. The purpose of this contract is to formally notify a student and their parents/guardians that a serious disciplinary problem requires extra attention. Failure to meet the agreed upon guidelines outlined in the contract

could result in expulsion.

- The student will be placed on a contract as listed above. The student and family **MUST** sign the contract in order to return to school.
- Disciplinary Probation may last for a maximum of 20 school days from the date of infraction, but can be shortened or lengthened at the discretion of the Dean of Students, Assistant Principal for Student Life, or Principal.
- In-School Suspension (ISS) or Out of School Suspension (OSS) days(s) may be assigned. Each matter will be addressed specifically on a case by case basis. The Dean of Students will work with the student, parents/guardians, and teachers on administering ISS or OSS.
- The Dean of Students, Assistant Principal for Student Life and/or Principal have the right to prohibit students from participating in extra-curricular activities (dances, clubs, drama, athletics) for the above stated period of time.
- Students may be assigned to volunteer at an approved location. The amount of time required will be determined by the Dean of Students, Assistant principal for Student Life, and/or the Principal. The Dean of Students and/or Assistant Principal for Student Life may assist in providing a location.
- The student may be assigned two Saturday Detentions that will each last three hours beginning at 8:00 am and ending at 11:00 am.

*\*Each Saturday detention requires the student pay \$25 to the school. Saturday detention is scheduled by the Dean of Students only.*

- Parents/guardians may be required to meet with the Dean of Students, Assistant Principal for Student Life, and/or the School Counselor.
- Regularly scheduled meetings with the student's School Counselor and Dean of Students may be mandated as a provision of Disciplinary Probation. The student is required to meet with the Dean or Assistant Dean when the probationary period ends.
- The Office of the Dean of Students reserves the right to add additional stipulations to the Disciplinary Probation. In addition to the two Saturday detentions and probation from extra-curricular activities, the student must agree to fulfill and complete the assigned requirements in a period of time as set by the Dean of Students.

## **V. SUSPENSION, DISMISSAL, EXPULSION:**

If a student commits an offense that his/her actions escalate to this level of the ladder, suspension, dismissal, or expulsion may be the next step for the student. A student can move directly to the fifth rung of the Disciplinary Ladder if the offense or action is deemed to be serious enough by the Principal, Assistant Principal for Student Life, or the Dean of Students. If this level is reached, the

Discipline Review Board may convene and/or the following disciplinary action may be taken by the school.

### **ROLE OF THE DISCIPLINE REVIEW BOARD**

The Discipline Review Board is an advisory board that makes recommendations to the Principal on school matters pertaining to Bishop Ireton High School discipline policy. It serves as a consultative board to the Principal in cases involving student discipline. The Board also conducts hearings and makes recommendations concerning individual disciplinary cases as referred to the Board by the Principal. It reviews annually the rules and regulations of Bishop Ireton High School that are expressed in the Student/Parent Handbook. During hearings conducted by the Discipline Review Board concerning individual disciplinary cases, the Principal may elect to sit (ex officio) on the Board during open sessions.

When a Discipline Review Board is convened parents will be notified of the meeting time/date/location by the Dean of Students. The student and parents must be present for the Discipline Review Board meeting. The student's advisor and school counselor may attend on behalf of the student.

Discipline Review Board Members: Principal, Assistant Principal for Student Life, Assistant Principal for Academics, Assistant Dean of Students, and three elected faculty members.

Upon the conclusion of the meeting the Principal will listen to the recommendation of the board and take that into consideration before rendering a final decision.

- The decision from the Principal/Discipline Review Board is final. If the student is allowed to stay within the school community, the student and family is expected to fully comply with all expectations, contracts, and stipulations set forth (including if the student is allowed to participate in extra-curricular activities).

### **SUSPENSION**

Suspension may be imposed as determined by the Principal or designee. Once the Principal/Administration suspends a student, parents may be required to sign a behavioral contract in which they signify their understanding of the problem and agree to work with the school in correcting the situation.

The failure of the parents to execute the above referenced agreement shall preclude the student from returning to the regular instructional program. This policy applies to in-house and out-of-school suspensions.

### **DISMISSAL**

Conduct which is disruptive to the learning atmosphere and/or contrary to the school's Code of Conduct is justification for a Principal to dismiss a student

at the close of the school year. Students who are dismissed may apply for readmission after one full year.

### **EXPULSION**

Expulsion may be resorted to when one or all of the following are present:

1. A serious infraction of school rules occurs.
2. The student has demonstrated continuing disregard of school rules for which other means of discipline have proven ineffectual.
3. The student's continued presence in the school is considered by school officials to be a serious hindrance to the safety or welfare of the school community.
4. A parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students or displays disrespectful, disruptive or harassing behavior toward teachers or toward school, parish or diocesan staff.

If the Principal believes it necessary to expel a student, the Principal will notify the student and the student's parents about the student's action and provide them with an opportunity to respond in accordance with the school's disciplinary hearing process.

A parent whose child is expelled may appeal this decision in writing to the Superintendent of Catholic Schools within 5 working days from the time of written notification.

During the pendency of any appeal, the expelled student shall be removed from the school community in compliance with the expulsion notice unless otherwise directed at the discretion of the Principal.

Students who have been expelled from any Diocesan school may not apply for admission to that school or another Diocesan school for a minimum of one (1) year from the date of expulsion.

## **STUDENT REGULATIONS AND PROCEDURES**

Privacy of individual students must be balanced against the need to protect the health, welfare and safety of other members of the school community.

### **STUDENTS AND STUDENT PROPERTY**

#### **SEARCHES**

The Principal, Assistant Principal for Student Life, Dean of Students, or his/her designee has the right to protect the health, welfare and safety of school patrons against drugs, weapons, unauthorized publications and other contraband materials. Search of a student's person and/or personal property on school property (e.g. automobiles, etc.) or at school activities may be conducted by the Principal, Assistant Principal for Student Life, Dean of Students, Assistant Dean

of Students, or another designated school official. It is only necessary that a search be reasonable and related to the school rights in these regards. The failure of a student to voluntarily submit to a search shall be presumptive evidence of the existence of contraband and grounds for appropriate disciplinary action.

### **INTERROGATION OF STUDENTS**

Unless provided with a court-issued warrant, the pastor (or Principal if Diocesan high school) or the Office of Catholic Schools must first be consulted before law enforcement authorities are allowed to speak to any student for interrogation purposes of alleged illegal activities. This policy does not apply to Child Protective Services (CPS) officers, who are by law entitled to interview children.

The questioning by police officers of students in school or on school grounds about alleged illegal activities shall meet the following conditions:

- The Principal, Assistant Principal for Student Life, Dean of Students, or the designee shall be alerted.
- The police officers shall report to the Principal's or appropriate designee office.
- Permission from the student's parent/guardian, either by phone or in person, prior to questioning must be acquired.
- The Principal or a school representative shall be present.
- The questioning shall be conducted in a private room where participants cannot be seen or heard by students and/or other school personnel.

The police officers, under unusual circumstances, may take legal actions that they deem necessary.

## IX. HEALTH, SAFETY & WELFARE

### ***STUDENT HEALTH, SAFETY & WELFARE***

Parents and guardians have the primary responsibility for the health and well-being of their children. School health services supplement, rather than substitute, for parental care and concern for the health of the students.

#### **PREVENTION OF SEXUAL MISCONDUCT AND/OR CHILD ABUSE**

The Catholic Diocese of Arlington Policy on the Prevention of Sexual Misconduct and/or Child Abuse generally applies to all clergy, all employees and all volunteers.

It is the policy of the Diocese that sexual misconduct and/or child abuse while performing any work or activities under the auspices of the Diocese is contrary to Christian principles and outside the scope of any authority, duties and/or employment of any clergy, employee or volunteer.

Any clergy, employee or volunteer with the Diocese who knows or has reasonable cause to suspect that an incident of child abuse or illegal sexual misconduct has been perpetrated by any individual, including clergy, employee or volunteer with the Diocese,

- a. must comply with applicable reporting and other requirements of state and local law;
- b. must report the incident to the Moderator of the Curia of the Diocese of Arlington.

Virginia law imposes upon school personnel the legal responsibility of reporting to the local child protective services agency any incident of suspected child abuse or neglect.

School personnel who suspect the abuse or neglect of a student must report the matter directly to Child Protective Services Agency and the school principal who in turn will call the Moderator of the Curia. At that point, confidentiality must be respected.

According to the *Code of Virginia*, (Section 63.2 – 1518) *Authority to Talk to a Child or Sibling*, “Any person required to make a report or conduct an investigation or family assessment, pursuant to this chapter may talk to any child suspected of being abused or neglected or to any of his siblings without consent of and outside the presence of his parent, guardian, legal custodian or other person standing in loco parentis or school personnel.”

#### **WELLNESS POLICY**

The Diocese of Arlington Office of Catholic Schools Wellness Policy meets minimum federal standards and establishes goals for physical education, nutrition

and healthy environments in schools. All schools must develop, and continue to evaluate, local school wellness policies. The local policies create a framework for increased student activity, staff wellness, safe and healthy environments and the elimination of foods of minimal nutritional value, during the school day. All schools have wellness committees to implement, sustain and evaluate the local wellness program.

### **ACCIDENTS AND FIRST AID**

The parents of an injured student will be notified of the accident/injury by the Principal/administration or the principal/administration's designee as soon as reasonably possible, taking into consideration such factors as the apparent severity of the accident/injury and the priority of providing assistance to the student.

If an incident results in a medical condition or injury which can be reasonably known to the appropriate supervisory faculty/staff member and/or the principal, the school and/or its staff are authorized to render reasonable basic first aid if such direct medical assistance would, in the opinion of the school, serve to minimize the severity of the injured person's condition. As an example, staff should initially resort to using only ice, band aids, soap and water when treating cuts and/or scrapes to avoid any possible known or unknown allergic reactions to salves or creams. In addition, staff may secure professional diagnosis and/or treatment if such action, in the opinion of the school, appears to be reasonably warranted. The school and school officials shall be expressly held harmless from any liability costs or expenses associated with the professional diagnosis and/or any treatment or first aid provided (including but not limited to the cost of transportation), such costs or expenses being the responsibility of the injured party or, if a student, the student's parents.

### **ILLNESS**

Each school will provide a health office or comfortable space, apart from the student population, where children who become ill or injured can be cared for following *Virginia School Health Guidelines*.

Children with fevers, contagious or infectious diseases will be sent home promptly and excluded from school while in that condition, per Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a healthcare provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school, afterschool and extracurricular activities.

If a student believes they are too sick to continue with their school day, they should request a pass and go to the clinic. The nurse will evaluate the student and make the phone call to parent(s)/guardian(s) for the student to be picked up or allowed to drive home.

*Parents will be required to come into the school to sign out their student if procedure is not followed.*

## ADMINISTRATION OF MEDICINE

Parents and guardians must provide and transport medications to and from the school. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets in order to achieve their child's proper dosage.

All prescription medication (except as set forth in subsection 8 below) may only be administered during the school day under the following conditions:

1. When the need for administration of medicines during school hours has been confirmed by the school nurse/health assistant (or the school administration) ;
2. After the first dose of any medication has been given at home;
3. When a parent or guardian provides and transports the medication to and from school and the medication is given directly to the school nurse/health assistant, or a senior member of the school administration;
4. When there is a physician's written order signed by the parent or guardian requesting the school to permit the student to self-administer the medication;
5. When the medication is brought to the school in its original container stating the name of the student, the dosage and method of administration prescribed by a physician. It is the parent's or guardian's responsibility to notify the school of any changes to the original prescription. The new prescription must also be brought to the school in the original container as stated above;
6. When the appropriate administration of medication form (Appendix) has been completed and signed by the parent or guardian;
7. For any medication, parents must document the number of tablets or dosages to be secured for administration by authorized school personnel.
8. Herbal and homeopathic medications will not be given in Diocesan schools without written authorization by a LHCP that shall include desired and adverse effects. Protein supplements will not be administered unless directly requested by a physician with a health treatment plan.
9. Under no circumstances are medications to be shared by other students.
10. Picc Lines, Heparin/Saline Locks, and Central Venous Lines may be present in students with specialized health care needs. Dressing changes, heparin flushes, and other medication administration via these lines are to be done at home and should not be done at school.
11. When the medication is epinephrine, school employees are permitted to administer Epi-pen injections when:

- a. The parents advise the staff most directly involved with the student of the situations when an Epi-pen may need to be administered (e.g., symptoms indicating that a person is suffering from severe allergic reaction, basic procedures for administering the Epi-pen with a suitable demonstration);
- b. Parents of students requiring such injections provide a doctor's letter attesting to the life-threatening allergy;
- c. Parents agree to execute the release of liability/hold harmless agreement regarding the use of the Epi-pen (Appendix F-6).

At the end of the school year parents are responsible to pick up all medications. All medication left in the clinic/school office will be disposed of at the end of the school year.

A student shall be permitted to carry and use a medication inhaler for asthmatic conditions or self-administer an epinephrine injection during emergency situations when the student's physician and parent/guardian have completed the Authorization to Administer Inhaler or Epi-Pen Form (Appendix) and a copy is on file in the clinic/school office. Only Epi-Pens shall be accepted for use in school for epinephrine injections.

All non-prescription medications (e.g., Advil, Aleve, Tums) are to be kept locked in the clinic/school office and dispensed by the school. With parent or guardian permission and the required form, a high school student may carry a small, sealed container of a necessary over-the-counter (OTC) medication to and from the school clinic. Parents should follow up to make sure the medication has arrived safely. All prescription medication must be brought to the clinic by a parent or guardian. If tablets are to be divided, the parent or guardian is responsible for dividing the tablets in order to achieve their child's proper dosage. No non-prescription medication will be dispensed unless the school has received a signed copy of the Prescription & Non-Prescription Medication Administration Form (Appendix F-6A). Non-prescription medications do not require a physician's signature.

It shall be the student's responsibility to come to the clinic/school office at the appropriate time for medication unless a physician, dentist or parent indicates in writing that the student cannot do this.

#### **USE OF CRUTCHES**

An order from a Licensed Healthcare Provider is required to use crutches at school. If a student arrives at school on crutches without a doctor's order, the parent will be called to take the student home. The Athletic Trainer/Nurse can write a temporary order on a case by case basis.

#### **SPECIALIZED STUDENT CARE NEEDS**

The parent of any student on a continuing regimen for a non-episodic condition shall inform the school principal/administration and name in writing the

student’s supervising physician. If necessary, and with parental written consent, there may be occasions when the school needs to communicate with the physician regarding possible effects on the pupil’s behavior at school and special emergency procedures.

#### **USE OF MICROWAVE OVEN**

For high schools, student meals must not be heated in microwave ovens by school personnel, peer mentors, and/or school volunteers.

#### **LIFE-THREATENING ALLERGY**

Schools will utilize current resources and reputable materials such as; Food Allergy Research & Education (FARE) and the CDC’s *Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs* to develop allergen management communications for student handbooks, classrooms and parental publications.

All schools must provide an annual in-service for school faculty and staff to educate on the policy. Training will include minimizing the risk of exposure to life threatening allergens in the school setting as well as anaphylaxis recognition, medical management and incident reporting.

Schools will utilize the policy to develop allergen management communications for student handbooks, classrooms and parental publications. Schools will select and train staff to be utilized as anaphylaxis response teams responsible for managing an allergic crisis.

Parents and guardians of students with a life threatening allergy must inform principal and school health personnel of any allergies and provide schools with fully executed Diocesan documents. Parents/ guardians are expected to supply schools with any emergency medications as prescribed and may additionally provide the student with “safe” foods for classroom celebrations involving food. Schools will utilize Diocesan documents to formulate an emergency care plan for the student and will share this care plan with those involved with the student including, but not limited to teacher(s), food service, bus driver, and janitorial staff.

### ***INFECTIOUS/COMMUNICABLE DISEASES***

#### **DISEASE**

The protection and welfare of each individual student is of importance in the schools of the Diocese of Arlington. In an effort to enhance protection of students:

1. No secondary student may attend class without documentary proof of adequate immunization in accordance with Virginia Department of Health’s school entry requirements (or modified schedule as approved by licensed health care provider) on the Virginia School Entrance Health Form (MCH-213).

- Parents or guardians who object to the administration of immunizing agents for their child on the grounds that this conflicts with their religious tenets or practices must produce a notarized Certificate of Religious Exemption CRE-1 form, which will be retained in the student health record.
  - Students who have traveled or resided in a foreign country for five months or more during the last three years are required to provide documentation of a recent tuberculosis skin test result prior to school entry.
2. Students with fevers and/or contagious or infectious diseases will be sent home promptly and will be excluded from school while in that condition, according to Virginia Department of Health regulations. Once the student is confirmed to be free of communicable illness by a health care provider or is fever free/symptom free for 24 hours without taking anti-fever medications, the student may return to school.
  3. School health personnel will follow the Virginia Department of Health guidelines as posted on the Communicable Disease Chart, which is located in the *Virginia School Health Guidelines*, when referring suspected cases of communicable disease to the local health department for excluding or readmitting a student.
  4. The Diocese of Arlington has comprehensive guidelines for school/parish based influenza vaccination clinics. The liability associated with the vaccination of children is great. The Diocese of Arlington does not promote school based vaccination clinics, for children during school hours and in the absence of the parent, with the exception of a state or federal emergency. Any school wishing to offer an onsite school influenza vaccination program must comply with all aspects of the Memorandum of Agreement (Appendix F-18). Vendors wishing to serve as vaccinators must be fully vetted by the Office of Risk Management prior to the consummation of any contract for services.

## LICE

All students determined to have an active case of lice will be excluded from school until they receive treatment. It is the responsibility of the parent/guardian to provide appropriate and adequate treatment for the student and home environment as recommended by their health care professional. Readmission to school is determined by the school nurse/administration based upon re-inspection and the effectiveness of treatment. Follow up treatment is expected and verified by the school nurse/administration. Classroom contacts may be inspected.

## ***BLOODBORNE DISEASE***

The Christian community is called to respond to the sick in our midst with compassion and justice. The diocese recognizes its obligation to protect the rights of individual students infected with Hepatitis and HIV to provide a safe

environment for students, staff members and the public. Students who are infected with bloodborne Hepatitis, Human Immunodeficiency Virus (HIV) or HIV-related conditions must be provided the opportunity to receive a Catholic school education in a regular classroom unless the student's health interferes significantly with school performance.

Since it is known that bloodborne Hepatitis and HIV are not transmitted through casual contact, any student who is infected will continue education in a regular classroom assignment unless his or her health status requires otherwise. It is the intent of the Diocese of Arlington Office of Catholic Schools to follow the recommendations of the U.S. Centers for Disease Control and Prevention (CDC) and the Virginia Department of Health which state that, most bloodborne Hepatitis and HIV-infected children be allowed to attend school in an unrestricted setting, and that decisions regarding school attendance be based on the medical condition of each child and the expected type of interaction with others in that setting.

Persons involved in the implementation and monitoring of this policy shall maintain confidentiality of records in compliance with federal and state law and diocesan policy. All diocesan schools shall also maintain a program of information and training for school staff members to ensure a consistent and accurate understanding regarding prevention of exposure to bloodborne pathogens. This includes training related to the proper application of universal/standard precautions.

## ***FIRE/EMERGENCY DRILLS***

When the fire alarm sounds:

- Walk; do not run.
- Do not talk, focus on exiting the building according to the nearest fire exit route.
- Close all doors and windows when exiting.
- Do not stop at your locker, take books or other items.
- Follow the route posted in your classroom and/or proceed to the nearest exit.
- If there is an alarm during lunch or between periods, keep to the right and leave by the first exit reached.

**Stay with your classroom group; once clear of the building move directly to your advisor assembly area so that attendance may be checked after the building is evacuated.**

Building evacuation / Shelter in place / Emergency drills are scheduled periodically throughout the year. Students, teachers and staff are to practice how to exit the building safely and quickly. These evacuation drills are primarily in case of a fire, but also include: a hazardous spill, serious

mechanical malfunction, serious accident, or an intruder in the building. Bishop Ireton High School also practices lockdown procedures and severe weather (e.g. tornado) response procedures.

## ***PREGNANCY/ABORTION***

### **PREGNANCY**

Any student who becomes pregnant during the time she is enrolled in school will be given every opportunity to continue and/or complete her education in a Catholic school. If a pregnant student chooses to leave and/or the doctor recommends she leave, she will be considered as homebound for the duration of her pregnancy. The student, her parents and the school share jointly in the decision for her to attend classes or to pursue a specially formulated homebound program.

Upon learning of a student pregnancy, the school should demonstrate its support for the student(s):

- a. Inform the school chaplain or parish priest, so he can provide additional support to the student(s);
- b. Meet with the student(s) and parent(s) to discuss the need for counseling (i.e. services available through programs such as Gabriel Project).
- c. Inform the school nurse to insure adequate prenatal safety and guidance.

### **ABORTION**

A fundamental tenet of our Catholic faith is that human life must be respected and protected absolutely from the moment of conception. Formal cooperation in an abortion constitutes a grave offense.

If the school has reason to believe that a student underwent or helped to procure an abortion, the school will use reasonable means to determine whether there is any basis for such information

If there is sufficient credible evidence to support the school's suspicion(s) that the student did have or procure an abortion, the school will schedule a conference with the student and the parent(s). If the individual remains a student, the family must agree to set up a counseling program which must include spiritual direction. Counseling is also required for the aborted child's father and/or any student who has helped procure the abortion, if a student at the school.

If this plan is rejected by the student(s) and parent(s), then this lack of cooperation by the student(s) would indicate that the presence of the student in the school would no longer be beneficial to either party.

## ***ASBESTOS MANDATORY YEARLY NOTIFICATION***

Dear Parents:

In accordance with Diocesan Policy and the Asbestos Hazard Emergency Response Act, (AHERA) the school has again been inspected. In accordance with the Commonwealth of Virginia and Federal requirements, this letter is in fulfillment with our obligation to inform you that asbestos-containing materials continue to be present in our school and continue to be maintained in compliance with code requirements and inspected bi-annually.

For further information, feel free to contact our School's Asbestos Program Manager, Mr. Glen Sines at (703)751-7606, or the Diocesan designated contact person, Ms. Raven Shad at (703) 841-2572. A copy of the school Management Plan, which contains exact locations of the asbestos containing materials in the school, can be found in Mr. Sines' office or alternately at 200 North Glebe Road, Suite 704, Arlington, Virginia 22203. The Plan is available for your review and inspection during normal business hours.

Please feel free to request information on or about our Management Plan, the inspection findings and our plans. We plan to provide you with information on our progress in implementing the Management Plan on a periodic basis, through mailings, Parent Teacher Association meetings and other means.

Sincerely,

Dr. Thomas J. Curry  
Head of School

## ***VIDEO SURVEILLANCE CAMERAS***

School leadership at each individual school may elect to install video surveillance cameras in order to maintain a safe and secure environment.

- a. In the discretion of the principal/head of school or his or her designees, video surveillance cameras may be placed in public locations deemed appropriate. Such locations may include, without limitation, school entrances/exits, lobby areas, hallways, classrooms, cafeterias, athletic areas, gathering spaces, and outdoor grounds, as well as school buses.
- b. Restrooms, changing rooms, private offices, nurse's offices and locker rooms are excluded from security camera use.
- c. It is recognized that it will not be possible to monitor all building areas, rooms and grounds, or to monitor any location at all times.

Schools making use of video surveillance cameras will provide notice to staff, students, and parents/guardians, by means of inclusion of this policy in their respective handbooks that video surveillance may occur on school property. In addition, school leadership may elect to install signs at building entrances or

other locations deemed appropriate to inform visitors and invitees that video surveillance may occur.

To the extent video images may be deemed to create student records or personnel records, the school shall comply with any applicable state and federal laws related to record maintenance, retention and disclosure.

Video images obtained by the school shall be viewed by authorized school and diocesan personnel as necessary. The school and the diocese may rely on the images obtained by the video surveillance cameras in connection with the enforcement of diocesan or school policies, regulations, codes of conduct, building rules and other applicable laws or rules, including but not limited to use of such images in student and staff disciplinary proceedings and matters referred to local law enforcement agencies in accordance with applicable law. Video images may become part of a student's educational record or a staff member's personnel record in accordance with applicable law.

All video recordings shall be stored in a secure place. Recordings will be saved for no less than 30 days, and may be retained longer if deemed appropriate. All video recordings are the sole property of the Catholic Diocese of Arlington. Release of such videos will be made only with the permission of the diocesan Superintendent of Schools or his/her designee.

## X. STUDENTS WITH SPECIAL NEEDS

The Catholic school recognizes the beauty and potential inherent within each student. In an effort to foster continued growth, the school embraces the challenge to provide assistance and programs to serve students with special needs according to the resources available within/to the school. Parents are considered an integral part of the process.

In order to accommodate a student who has been evaluated for special learning needs, parents are obligated to share educational/psychological testing results and any resulting plan with the school. The refusal to provide such information is a condition for negating enrollment in the school. A student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.

If a student has a documented disability, a copy of the Individualized Education Plan (IEP), Individualized Services Plan (ISP), 504 plan, and/or Student Assistance Plan (SAP) should be maintained in the student's confidential file. Students who have a documented disability but do not qualify for services through the local public school may be eligible for accommodations through a Student Assistance Plan written at the Catholic school.

When a student qualifies for special education services through the public school and will not receive services, an Individualized Catholic Education Plan can be written following the information in the Guidelines for Serving Students with Special Needs.

Failure of the parent to sign the Student Assistance Plan or Individualized Catholic Education Plan does not prevent the implementation of the plan.

Students with disabilities are expected to follow the school's policies and honor code.

## XI. APPENDICES

### Handbook Agreement Form Parent/Guardian & Student

## MANDATORY

#### **Parent/Guardian:**

Parents/Guardians will electronically sign the handbook agreement form on the parent/guardian portal (via Magnus Portal).

#### **Students:**

In order to sign the handbook agreement form, students MUST sign into their Bishop Ireton email that has already been provided. The handbook agreement form signature page is located online or you can go to the following link, <http://www.bishopireton.org/handbook>

Your electronic signature states that you have reviewed the handbook and that you will agree to the following conditions as a student of the Bishop Ireton community:

1. I have reviewed a current copy of the 2017-2018 Parent/Student Handbook. I acknowledge and agree to the policies contained within. I also realize during my enrollment at the school I will be informed from time to time, formally or informally, of various changes in school and/or Diocesan policies. I understand the school and/or the Diocese reserves the right to change policies at any time with or without advance notice. I further understand it is required for me to sign this form in order to continue my enrollment at the school.
2. I have thoroughly read and understand the Community Service Hours requirements written in this handbook and acknowledge the deadline date for my respective grade level. I understand that failing to follow the requirements as well as failing to submit a completed three-part form by the given deadline will affect my religion grade.
3. I acknowledge the expectations of responsible technology use, both in school and out of school. Specifically use of social media within our school community and as it associates to represents Bishop Ireton High School (see Responsible/Acceptable Use Policy).
4. I understand the Bishop Ireton uniform expectation as stated in the handbook and adhere to this expectation by being dressed appropriately and in compliance.

**<http://www.bishopireton.org/handbook>**

## **FORMS**

All forms, both diocesan and school, can be accessed online. Please follow the instructions below to access the forms as required/needed.

### **A. Diocesan Forms**

The following diocesan forms may be found the school's homepage, [www.bishopireton.org](http://www.bishopireton.org). Click on the tab "Student Life" and then click on the section labeled "Forms."

- Permission for Emergency Care Form (Appendix F-1)
- Confidential Health History Update (Appendix F-1A)
- Virginia School Entrance Health Form (Appendix F-2)
- Virginia School Entrance Health Form Instructions (Appendix F-2A)
- Inhaler Authorization Form (Appendix F-3)
- Asthma Action Plan (Appendix F-3A)
- Epipen/Twinject Authorization Form (Appendix F-4)
- Allergy Action Plan (Appendix F-4A)
- Diabetes Reference Emergency Plan: Hyperglycemia & Hypoglycemia (Appendix F-5)
- Diabetes Medical Management Plan (Appendix F-5A)
- Medication Authorization Form (Appendix F-6)
- High School Over-the-Counter Medication Authorization Form (Appendix F-6A)
- Athletic Participation/Parent Consent/Physical Exam Form (Appendix F-14)
- Waiver Information/Right to Object Form (Appendix N)
- Parent Permission Form for School Sponsored Trip Participation (Appendix R)
- Academic Intervention Plan (Appendix AA)
- High School Handbook Agreement Form (Appendix AG-2)

### **B. School Forms**

Specific Bishop Ireton High School forms are also available on the school's homepage, [www.bishopireton.org](http://www.bishopireton.org). Click on the tab "Student Life" and then click on the section labeled "Forms."

## **A GUIDE TO THE ROSARY**



### **Who Can Pray the Rosary**

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Anyone who knows six easy prayers can pray a Rosary; you will also need to know twenty Mysteries to meditate upon as you pray. You do not have to be a Catholic.

### **The Order of Prayers**

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The Rosary begins with the Apostles Creed, followed by one Our Father, three Hail Marys (traditionally offered for an increase in faith, hope, and charity for those praying the Rosary), a Glory Be, and, if desired, the Fatima Prayer. Next come five mysteries, each consisting of one Our Father, ten Hail Marys, a Glory Be, and, if desired, the Fatima Prayers. Conclude with the Hail Holy Queen. Please say a few extra prayers after the Hail Holy Queen for the Pope.

### **Rosary Beads**

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If you do not have Rosary beads, it is perfectly okay to count with your fingers. Counting beads frees your mind to help you meditate.

### **Prayers for Praying the Rosary**

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#### **The Apostle's Creed**

I believe in God, the Father Almighty, Creator of Heaven and earth; and in Jesus Christ, His only Son, Our Lord, Who was conceived by the Holy Ghost, born of the Virgin Mary, suffered under Pontius Pilate, was crucified; died, and was buried. He descended into Hell; the third day He arose again from the dead; He ascended into Heaven, sitteth at the right hand of God, the Father Almighty; from thence He shall come to judge the living and the dead. I believe in the Holy Spirit, the holy Catholic Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.

#### **Our Father**

Our Father, Who art in heaven, hallowed be Thy name; Thy kingdom come; Thy will be done on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

#### **Hail Mary**

Hail Mary, full of grace. The Lord is with thee. Blessed art thou amongst women, and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death, Amen.

#### **Glory Be**

Glory be to the Father, and to the Son, and to the Holy Spirit, as it was in the beginning, is now, and ever shall be, world without end. Amen.

### **Fatima Prayer (Optional)**

O my Jesus, forgive us of our sins. Save us from the fires of hell. Lead all souls into heaven, especially those in most need of thy mercy.

### **Hail Holy Queen**

Hail, holy Queen, Mother of mercy, our life, our sweetness and our hope. To thee do we cry, poor banished children of Eve: to thee do we send up our sighs, mourning and weeping in this valley of tears. Turn then, most gracious Advocate, thine eyes of mercy toward us, and after this our exile, show unto us the blessed fruit of thy womb, Jesus. O clement, O loving, O sweet Virgin Mary!

Leader: Pray for us O Holy Mother of God,

All: That we may be worthy of the promises of Christ.

(Optional)

Leader: Let us pray.

All: O God whose only begotten Son by his life, death, and Resurrection has purchased for us the rewards of eternal life; grant we beseech thee, that meditating on these mysteries of the Most Holy Rosary of the Blessed Virgin Mary, we may imitate what they contain and obtain what they promise through the same Christ our Lord. Amen.

## **The Twenty Mysteries**

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Here is a brief listing and description of all twenty Mysteries.

### **The Joyful Mysteries**

- *The Annunciation:* The Archangel Gabriel "announces" to Mary that she shall conceive the Son of God.
- *The Visitation:* Mary visits her cousin Elizabeth, who is pregnant with John the Baptist.
- *The Nativity:* Jesus is born.
- *The Presentation:* Mary and Joseph "present" Jesus in the Temple where they meet Simeon.
- *The Finding in the Temple:* After losing Him, Mary and Joseph find young Jesus teaching the Rabbis in the Temple.

### **The Luminous Mysteries**

- *The Baptism in the Jordan:* The voice of the Father declares Jesus the beloved Son.
- *The Wedding at Cana:* Christ changes water into wine, his first public miracle.
- *The Proclamation of the Kingdom:* Jesus calls to conversion (cf. Mk 1:15) and forgives the sins of all who draw near to him.
- *The Transfiguration:* The glory of the Godhead shines forth from the face of Christ.
- *The Institution of the Eucharist:* Jesus offers the first Mass at the Last Supper with his apostles, establishing the sacramental foundation for all Christian living.

### **The Sorrowful Mysteries**

- *The Agony in the Garden:* Jesus sweats water and blood while praying the night before his passion.
- *The Scourging at the Pillar:* Pilate has Jesus whipped.

- *The Crowning with Thorns*: Roman soldiers crown Jesus' head with thorns.
- *The Carrying of the Cross*: Jesus meets His mother and falls three times on the way up Calvary.
- *The Crucifixion*: Jesus is nailed to the cross and dies before His mother and His apostle John.

### **The Glorious Mysteries**

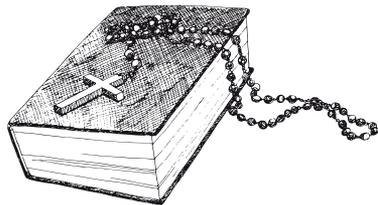
- *The Resurrection*: Jesus rises from the dead.
- *The Ascension*: Jesus leaves the Apostles and bodily "ascends" to heaven.
- *The Descent of the Holy Spirit*: The Apostles receive the Holy Spirit in tongues of fire in the upper room with Mary.
- *The Assumption*: Mary is taken bodily--assumed--into heaven by God at the end of her life here on earth.
- *The Coronation*: Mary is crowned Queen of Heaven and Earth.

## **Mysteries for Certain Weekdays**

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Traditionally, many people say the Joyful Mysteries on Monday, the Sorrowful Mysteries on Tuesday, the Glorious Mysteries on Wednesday, and start again with the Joyful Mysteries on Thursday, the Sorrowful Mysteries on Friday. The Glorious Mysteries are then prayed on Saturday and Sunday. Now that the Luminous Mysteries have recently been added, the schedule is:

Monday - Joyful  
 Tuesday - Sorrowful  
 Wednesday - Glorious  
 Thursday - Luminous  
 Friday - Sorrowful  
 Saturday - Joyful  
 Sunday - Glorious



Try to place yourself "into" the scene of the particular mystery as you pray, imagining the sights, smells, sounds, and emotions that Jesus, Mary, Joseph, and other participants experienced during the actual events.

It is also okay to meditate on the meaning of the words of the prayers as you pray them, or even to meditate on the person for whom you are offering the Rosary.

### **Offering Intentions**

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Practically everyone who prays the Rosary "offers" the Rosary to God and Our Lady for an intention. Some people offer particular intentions before each decade. You can ask God to grant you a favor, heal a sick person, or convert a sinner. Some people offer the same intention every day--sometimes for years on end--especially when asking the Father for the conversion of a particular person. Intentions are as varied as the people who pray.

Ask for big and small gifts. Be bold! In this sense, the Rosary is an exchange of gifts between friends.

It is widely known that Our Lady answers seemingly impossible intentions to those who are first beginning to pray the Rosary. This is her way of drawing you closer to Her and to Jesus. If you are praying your first Rosary, or returning to the Rosary after years of not talking to Our Lady, ask for something big, spectacular, "impossible." She'll often surprise you.

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### **The Full Rosary**

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A "full Rosary" consists of saying all twenty decades, that is, all four sets of five Mysteries. A "Rosary" consists of praying five decades of one set of Mysteries. Many people pray a full Rosary every day; either by praying four separate Rosaries in the morning, midday, afternoon, and evening; or all twenty Mysteries at one time (it is not necessary to repeat the preamble--the Apostles Creed, etc.--between the four sets of Mysteries if one is praying a full Rosary. Conclude with Hail Holy Queen after the last of the Glorious mysteries).

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### **The Family Rosary**

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The Family Rosary is usually prayed out loud after dinner or before going to bed. Family members can take turns "leading" the decades with one person praying the beginning of the prayers, and all others praying the endings. Some families announce intentions before they begin the Rosary; others take turns announcing special intentions before they begin the Rosary; others take turns announcing special intentions before the beginning of each decade. Many families add favorite prayers at the end of the Rosary, or ask favorite saints and angels to pray for them.

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### **Rosary Novenas**

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Any time you pray any set of prayers nine consecutive times, it is a novena (novena is Latin for nine). There are many traditional Catholic novenas, and several involve the Rosary. The most common is to say nine straight Saturdays or for nine consecutive hours in one day.



**Assumption of the Blessed Virgin Mary** (also known as the Assumption) is a catholic holiday announced on 1 November 1950 by Pope Pius XII. It celebrates the day when the Holy Virgin Mary ended her earthly life and was taken to heaven together with her soul and body. However, already in earlier centuries, it was believed that Jesus glorified the body of his mother and took it to heaven making it similar to his and stressing the role of Mary in the history of salvation.

**All Saints' Day - or Solemnity of All Saints** - is a solemnity celebrated on the first of November in honor of all the saints, either known and unknown. It is the day after the feast of All Hallows' Evening (also known as Halloween). This solemnity comes from the Christian tradition of celebrating the martyrdom of saints on the anniversary of their death. In the early days the feast of All Saints was celebrated on the 13 May but in 731 Pope Gregory III moved it to 1 November. For many Catholic countries it is a national holiday

**The Immaculate Conception**, according to the teaching of the Catholic Church, was the conception of the Blessed Virgin Mary in the womb of her mother, Saint Anne. Mary was conceived naturally but God kept her *soul immaculate*, i.e. free from original sin. The official confirmation of the dogma was defined in 1854 by Pope Pius IX, although the belief that Mary was sinless and conceived free from sin is very old.

**Christmas** is commemorating the birth of Jesus Christ. It is celebrated every year on December 25 with the exception of some Eastern churches which use the older Julian calendar. Nowadays Christmas is also celebrated by a large number of non-Christian people around the world as a cultural event. In many countries it is a public holiday. As of 1870 Christmas is observed in the United States as a federal holiday. A period of waiting and preparation before Christmas is called the "Advent Season". In most churches it starts on the fourth Sunday before Christmas.

**Epiphany**, also known as Three King's Day, is a Christian feast celebrating the revelation of God to man (a theophany) and the presence of God in human history. In Western Christianity, the feast commemorates the Gospel of Matthew, according to which the Magi from the east came to Bethlehem to worship Jesus Christ.

**Ash Wednesday** is named after the practice of placing ashes on the foreheads of faithful as a reminder of human mortality, and as a sign of mourning and repentance to God. Ash Wednesday is being observed

by most Christians, including Catholics, Anglicans, many Lutherans and Methodists. In the Catholic Church, Ash Wednesday is observed by fasting, abstinence from meat.

**Palm Sunday (also Passion Sunday)** is in the Christian tradition a holiday commemorating Jesus Christ's triumphal entry into Jerusalem before his suffering and death on the cross. In many Christian churches it is associated with the blessing and procession of palms or twigs (sometimes decorated with flowers) from local trees. This tradition corresponds to the palm branches the crowd scattered in front of Jesus as he rode into Jerusalem.

**Maundy Thursday (also known as Holy Thursday)** is a movable feast in the Christian calendar. It falls during Holy Week, three days before Easter and commemorates the Maundy and Last Supper of Jesus Christ with the Apostles as described in the Canonical gospels. In the evening starts Easter Triduum. The feast is celebrated by different Christian denominations to commemorate the establishment of the sacraments: Priesthood and the Eucharist (Holy Communion).

**Good Friday (also Holy Friday or Great Friday)** is commemorating the crucifixion and death of Jesus Christ at Calvary (Golgotha). It is mainly observed by Christians during Holy Week as part of the Paschal Triduum. Because Easter is a moveable feast so is the date of Good Friday.

**Easter or Pascha** is the oldest and most important Christian feast, celebrating the *Resurrection of Jesus Christ* on the third day after his crucifixion, as described in the New Testament. Easter is preceded by Lent, a forty-day period of fasting and penance.

**Ascension Day (also known as Ascension Thursday or Feast of the Ascension)** refers to Jesus bodily ascending to heaven. According to the New Testament, the Ascension of Jesus occurring 40 days after the Easter on a Thursday (and ten days before Pentecost) but some religious celebrate it on Sunday in the sixth week following Easter Sunday. The Feast of the Ascension is one of the great solemnities in the Christian liturgical calendar.

**Pentecost** is commemorating the descent of the Holy Spirit upon the Apostles on the fiftieth day after the resurrection of Jesus Christ. The Apostles began to speak in many languages and have received other spiritual gifts. The event was foretold by Jesus before his Ascension.